

TIME MATTERS EXPERT SERIES:

*How to focus your productivity so you can reach your goals
And
Create your peaceful joy-filled life.*

ACTION SHEET



Nicole Bandes

Known as "**THE** Time Management Expert", Nicole Bandes helps successful entrepreneurs transform their businesses and lives from overwhelmed to in-harmony so that they can reach more goals and still have time for what matters most.

Nicole believes time management is more than just finding the best tools or systems. Nicole **ALSO** helps her clients to overcome the barriers that often cause the most common time management issues like procrastination or lack of focus especially when life doesn't follow the script.

Nicole's clients often tell her that she has the magical ability to create time where it didn't exist before.

Notes from the interview:

1. How and when did you make the biggest shift in your own focus?

- Focus in my overall life changed when I lost my son. That loss created the opportunity to explore who I was and what was meaningful to me.
- Embrace the difficult moments and find the gifts in the middle of the difficulty.
- I wrote a book called *Positivity on Purpose* and those lessons really guided me to focus on what I had, instead of what I lost.
- Gratitude helped her move forward.

2. How and when did you make the biggest shift in your own productivity?

- I felt lazy and undisciplined for much of my life.
- I started to look at those feelings and look for ways that I was disciplined and focused and was then able to find the ways that I was productive. Then I built on what I was able to do.
- Focus on little shifts in the right direction.

3. What is your personal “secret move” or unique recommendation for easily increasing focus?

- I like Sean Stephenson’s “When Life Works List”. He recommends making a list of habits and routines that you are doing when life is going well for you. When I lose focus I pick one of the things on that list that has slipped and I start doing it again.
- I focus on being proactive in positivity instead of reactive in negativity.

4. What is your personal “secret move” or unique recommendation for easily increasing productivity?

- When I’m feeling unproductive and like a slug, I give myself permission to take some time off and do what I’m not supposed to do. We’re already taking the time off and feeling guilty about it. When I give myself permission to take time off, and do something that is not related to what I’m supposed to be doing, it allows me to let go and come back to the important stuff with new energy.
- Chill time helps me get to the end goal faster.

5. What is your best tip for entrepreneurs and professionals who want to easily meet their business goals and have a productive peaceful joy-filled life?

- I find the best way is to schedule everything—business, exercise, grocery, family etc.
- Make sure you build in enough room for “just in case” scenarios and don’t schedule every moment. Schedules can feel restrictive. Give yourself flexibility so you can get everything done and have time to do things that “just happen”.
- In your calendar put 30-60 minute blocks of “You” time in your calendar during the week and make sure you use it every week. You will be less efficient if you don’t stop and take time to nurture yourself—you’ll end up getting less and less done in more and more time. Plan your schedule to make sure you make deposits in your self-care bank.

6. What is the unique transformation you offer with your work?

- I deeply understand the pull between wanting to grow business and life without sacrificing what we love most and what matters to us.
- I help you find balance or what I call harmony so you can have time for whatever matters most to you.

7. How can our listeners learn more about you and your work?

My gift to your audience is my “How to Get More Stuff Done: 50 things that you can do in 15 minutes or less so you can stress less” e-book. They can find it at www.TimeMattersExperts.com/replay

8. Last thoughts for the audience?

Be present and be intentional with what you are doing with your time. It will make all the difference.

Your Notes: