



# JIM HARSHAW, JR.

*Clarity of Action. Peace of Mind.*

Success for the Athletic-Minded Man Podcast

Action Plan Episode #480

## **Master Your Day: 8 Strategies to Get More Done in Less Time**

If checking off to-do lists feels satisfying but doesn't drive results, you've fallen into the "Efficiency Trap."

But don't worry— I've got eight game-changing solutions to pull you out and get you back on the RIGHT track.

In part two of our time management series, I'm exposing the real productivity killers and why your obsession with "doing more" might be what's holding you back.

As busy professionals or entrepreneurs, it's easy to mistake motion for progress. But are you really working on the high-value tasks that make a difference? Listen as I reveal powerful strategies, from the Pomodoro technique to "Eat the Frog," designed to help you refocus and maximize your day.

We'll also explore concepts like goal-setting, micro-goals, and reverse time management to ensure you're not just checking off boxes but moving toward MEANINGFUL outcomes. Plus, I'll share how to use the "4 D's" to manage your to-do list and make every minute count.

If you're ready to plan smarter, level up your mindset, and finally crush your productivity goals, this episode's got the strategies you've been waiting for. Let's turn busyness into real results!

### **Top Quotes From This Episode**

*"Efficiency only matters if you're doing effective work."*

*"Do the hard thing first thing of the day and the rest of the day is easier."*

*"Don't ever get caught in the trap of thinking I don't need any kind of goal. I don't need a destination. You do need that in order to figure out what the process will look like for you."*

*Productive Pause: "A short period of focused reflection around specific questions that leads to clarity of action and peace of mind."*

## Show Notes

This episode touches on the following key topics and ideas:

- **[Efficiency vs. Effectiveness](#) (0:45):** Efficiency is meaningless without effectiveness. Efficient time management only matters if it's applied to high-impact, meaningful work.
- **Overcoming Ineffective Work Habits (2:09):** How distraction, task-switching, and prioritizing low-impact tasks can derail progress on what really matters.
- **The Efficiency Trap (4:34):** It's a mistake trying to optimize minor tasks while neglecting more strategic, high-impact activities. It's important to focus on impactful tasks that truly drive progress.

### **8 Strategies for Time Management**

1. **Have Goals and [Micro Goals](#) (5:26):** Break down your big goals into smaller, actionable ones. Your micro goals will guide you in figuring out what the process for you will look like.
2. **Plan Your Day in Advance (8:50):** Manage your time better by doing a [Productive Pause](#) or identifying the things that you need to work on in order to have a successful day.
3. **Reverse Time Management (11:13):** Identify and avoid activities that waste time, allowing more focus on high-value tasks.
4. **Apply the 4 D's (12:20):** Decide to do, delay, delegate, or delete tasks based on their importance and urgency. Big blocks are saved for the big rocks.
5. **Exercise (14:26):** Maintain a regular exercise routine to boost focus, energy, and productivity.
6. **Eat Healthy (15:02):** The importance of a low-carb, high-protein diet to sustain energy levels and focus.
7. **Get to Bed on Time (15:21):** Prioritize sleep to set yourself up for a productive day.
8. **The Importance of Mindset (15:50):** Develop a positive mindset that supports overcoming obstacles.

## **List of Resources Mentioned in the Episode**

["The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change"](#)  
by Stephen Covey

["Make Your Bed: Little Things That Can Change Your Life...And Maybe the World"](#)  
by Admiral William McRaven

## **Want to talk to a personal performance coach?**

Want to consider executive life coaching? Claim a spot on Jim's calendar for your free one-time clarity call: [JimHarshawJr.com/APPLY](http://JimHarshawJr.com/APPLY)

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## **Other Episodes Referenced**

[#479 How I Gained 15 Hours Back Per Week By Breaking Through the Efficiency Trap \(Part 1\)](#)

[#471 Reclaiming Your Day: 7 Lessons from a Two-Week Time Audit](#)