

# THE POWER OF AN HOUR

## Business and Life Mastery in One Hour a Week

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The Web site for this book is located at [www.powerofanhour.com](http://www.powerofanhour.com)

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**MAIN IDEA**

You should dedicate one hour each week to improving your professional and personal effectiveness.

In this hour, the smart thing to do is to work on forming new and better habits. To be more specific, there are nine topics you should work on to enhance your personal effectiveness and nine topics you should focus on to increase your business productivity. Once you've gone through the complete 18-week cycle, you can then start over again and work through the cycle again.

*"When you carefully study the most successful businesses in the world or the most successful people, as I have, you'll see that they have one thing in common . . . a drive to incrementally improve each day, every month, every year. And when you look at people who would be successful or who have businesses that could be successful but aren't, you see them struggle because they are unclear or unsure what to focus on. They know that they should be taking some action, but they don't know where to start. They continue to do the same things every day. They are paralyzed, and inaction kills. Do you know exactly what you could focus on for one hour that would dramatically change your life or your business? Pick the most important hour and get started. You'll be glad you did, and your business will be glad you did. And you'll finally understand what it means to work on your business or your life, not just in it. Take action now."*

– T. Harv Eker, author, Secrets of the Millionaire Mind

**The basic principles behind the power of an hour . . . . . Page 2**

You will be pleasantly surprised by just how much you can accomplish by setting aside one power hour each week to focus on both personal and business issues. By undertaking some intensive, focused thinking for an hour each week, you can create some powerful changes in your own life and in your business. Remember, everyone gets the same number of minutes in a day, but what you do with that time will ultimately determine what you end up getting out of life. Invest your time wisely.

**Hours 1 - 9 – Personal improvement . . . . . Pages 3 - 5**

- |   |     |                              |  |
|---|-----|------------------------------|--|
| Hours 1 -9<br><br>Personal<br>Improvement | ▶ 1 | Set the stage                | ▶ Define your preferred outcomes clearly   |
|   | ▶ 2 | Identify the roadblocks      | ▶ Look closely at what is holding you back |
|   | ▶ 3 | Destroy the roadblocks       | ▶ Change whatever is needed so you excel   |
|   | ▶ 4 | Build relationships          | ▶ Spend more time with supportive people   |
|   | ▶ 5 | Sort out your finances       | ▶ Develop your personal financial plan     |
|   | ▶ 6 | Do some self-improvement     | ▶ Keep learning and setting new goals      |
|   | ▶ 7 | Take a mental vacation       | ▶ Think about things you enjoy to refresh  |
|   | ▶ 8 | Create a master life vision  | ▶ Map what you want to achieve in life     |
|   | ▶ 9 | Reinvent yourself frequently | ▶ Make big changes in everyday actions     |

**Hours 10 - 18 – Business improvement . . . . . Pages 6 - 8**

- |  |      |                                |   |
|--|------|--------------------------------|---|
| Hours 10 - 18<br><br>Business<br>Improvement | ▶ 10 | Sharpen your business focus    | ▶ Find systematic improvements to make      |
|  | ▶ 11 | Manage your time productively  | ▶ Take full control of your time use        |
|  | ▶ 12 | Become a better manager        | ▶ Create a culture where people can excel   |
|  | ▶ 13 | Understand sales & marketing   | ▶ Develop a plan for upgrading this area    |
|  | ▶ 14 | Enrich the customer experience | ▶ Create an amazing customer experience     |
|  | ▶ 15 | Build your networks            | ▶ Make productive business connections      |
|  | ▶ 16 | Try mentoring others           | ▶ Help others to be worth more to your firm |
|  | ▶ 17 | Give something back            | ▶ Contribute to your community              |
|  | ▶ 18 | Create some systems            | ▶ Develop systems everyone can use          |

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