

**JUST
LEAD**
WITH MARK Q



SHOW NOTES

EPISODE 39: It's About Time We Talk About Time | Strategies For Every Minute (Part 2)

How can we make the most of every minute as we lead our lives, families, & organizations? All too often we focus on the BIG stuff, and we don't realize all of the tiny changes that are necessary. You can aspire to big goals, but if you don't prioritize your time & manage it well, you're going to fall short. Join us for Part 2 of this 2 Part Episode.

1. Avoid PERFECTIONISM. Do things with excellence, but perfectionism is an extreme to avoid. Ask yourself what gets you to the 80% that makes the biggest difference.

2. Use a CALENDAR. Just because it's obvious, doesn't mean it's not important. Your calendar is like a budget, it's CRITICAL to help you see where your time is going. If you don't set your day, it will get away from you.

3. ELIMINATE things. Let's be honest, we all have things on our calendar that can go. If it isn't helping you get to the most important values or goals, get rid of it! Free yourself up.

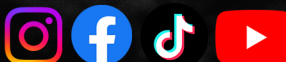
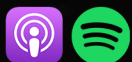
4. Clear out CLUTTER. Whether it's clutter in your home, your laptop, or your email inbox, make space! Clutter will get in the way of what you are doing. By putting everything in its proper place, you won't waste time searching for things. You've got more important things to do than worrying about mess.

5. Stop PROCRASTINATING. First things are first. Easy things and fun things come afterwards. As Jay Strack says, "Swallow the big frog first." Knock out the big rocks & then deal with the pebbles. If you procrastinate or you wait, you're going to struggle getting to the finish line. Remember, your day starts the night before. Make the decisions the night before & wake up to execute.

6. Control INTERRUPTIONS & DISTRACTIONS. Minimize the amount of time that people take away from your main objective. Collaborative cultures are important to the health of a team, but you need boundaries as well.

7. Delegate your WEAKNESSES. Once you understand your values and where your time is best spent, you can delegate your weaknesses. The job still has to get done, but you may not be the best one to do it. Give it away and raise someone else up!

ADDITIONAL RESOURCES:



- [Essentialism: The Disciplined Pursuit of Less by Greg McKeown](#)
- [High Impact Teams by Lance Witt](#)
- [Full Focus Planner](#)
- [The One Thing by Gary Keller](#)
- [Digital Minimalism by Cal Newport](#)
- [Your One Life by Lance Witt](#)
- [Getting Things Done by David Allen](#)
- [Eat That Frog by Brian Tracy](#)

PURCHASE PASTOR Q'S FIRST BOOK:

[How You Start Your Day Sets Your Day by Mark Quattrochi](#)

100% of proceeds go to support our premier leadership program for high-school & college-age students — The Internship. Learn more about [The Internship!](#)

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