

The **26**
HOUR
DAY

How to Gain at Least 2 Hours a Day

with Time Control

VINCE PANELLA

“Learn how to unleash more of your true potential for greater success! This powerful book gives you the recipe for high achievement.”

—**Brian Tracy**

Author, *The 100 Absolutely Unbreakable Laws of Business Success*

“I have attended over 50 time management seminars in my time by industry gurus, and many of them were of some use. But NONE has provided the depth of control of my time and life as Time Control has. I was amazed at how effective I became after just three weeks personally using Vince’s tools in *The 26-Hour Day*. We proudly recommend *The 26-Hour Day* to all of our members and their clients.”

—**J. Stephen Lanning**

Executive Director

National Association of Business Coaches (NABC)

www.MyNABC.org

“In television production, time is money. The best way to save money is to control your time. *The 26-Hour Day* has freed me to concentrate on the all-important creative aspects of producing a television series.”

—**James C. Hart**

Co-Executive Producer / Director, *Chicago Hope* and *CSI*

Producer / Director, *LA Law*

Producer, *Hill Street Blues*

“Vince Panella’s Time Control systems and techniques in the *The 26-Hour Day* are an absolute necessity for personal and business growth in the 21st Century. His simple idea of ‘just 5 minutes a day’ improved my productivity immediately.”

—**Gary Curry**

President, ORBA Financial Management Company

“Vince Panella’s Time Control strategies in *The 26-Hour Day* have helped me tremendously increase my time management and subsequently grow my business. As a business owner for over sixteen years, I stay extremely busy and need techniques which are simple to implement and worth my time investment. I have discovered that Vince’s strategies continue to meet my needs and challenge me to continual improvement.”

—**Irene Cox**

Houston small business owner

“A number of *The 26-Hour Day*’s tutorials are invaluable. They are clear, simple and concise, giving easy means to create additional time in every day. From knowing what I want, to improving my sleep, to cutting down on simple distractions, I accomplish more and more every day. The lessons learned and applied have helped and will continue to help in limitless ways.”

—**Dr. Kevin Worry**

Canadian physician



The 26-
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DAY

**How to Gain at Least Two Hours a Day
with Time Control**

By
Vince Panella

 **CAREER
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Franklin Lakes, NJ

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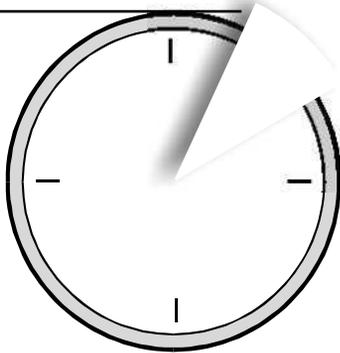
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For Vicki, Tony, and Nicky—

*You inspire me to make the most
of my time every day.*

*My final editing for this book
comes during and in the aftermath of
the worst attacks and tragedy
suffered in American history. I'll
never forget, as I pray you never
will, the many thousands of innocent
and brave lives lost on
September 11, 2001 in
New York, Washington D.C.,
and Pennsylvania.*



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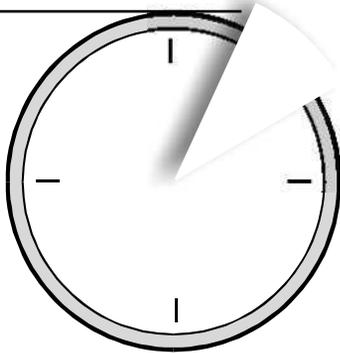
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PREFACE

So, you'd like to learn more about time management?

Sorry. You're reading the wrong book.

Instead, what I'd like to teach you is Success-Centered Time Management, a concept I've created and taught since 1982 in more than 25 different countries around the world. It's a concept that enabled me to graduate with distinction from the United States Naval Academy and complete a successful eight-year career as a naval officer and aviator. It's the same concept that allowed me to work as a college professor for three years, then go on to become a corporate founder and president by the age of 30. And most importantly, it's the same concept that has helped me teach hundreds of thousands of people around the world how to be more successful in their lives by means of their time.

My purpose in writing this book is not to amaze you with impressive, but complex, behavioral and time management tools that only work for a precious few. Instead, you will learn skills that you can put to immediate use, regardless of who you are and what business or personal situation you're in.

In this book's lessons, the key to my approach is stressing the following:

Complete this sentence: Knowledge is _____.

If you answered "power," I absolutely disagree with you.

We've been taught all our lives that knowledge is power. Here is an example of why this thinking doesn't work. Let's say I gave you a simple 10-page booklet with the secrets of life: how to have abundant health and energy, how to achieve financial freedom, how to grow incredible relationships, and how to live in eternal peace. The booklet would be written so that it speaks very personally to you, so that you completely understand each word and are capable of fulfilling all of its promises. You take the

booklet, you read and understand it, but then put it on your bookshelf and never act on the secrets in order to bring their promises to your life. Would you call this power? I wouldn't. You have the knowledge to change your life, but without *action*, it's powerless!

I believe that knowledge is potential power or potential energy. With knowledge, you have the ability to create great power in your and others' lives. But you must act in order to spark that power. True power is the application or use of what you already know.

As a college professor, I encountered some of the most brilliant people I've ever met. Having earned their doctorates, many had experienced formal education on a higher level than I ever planned on achieving. But for all their knowledge, it was sad to see how little of it was applied to their personal lives.

We are all familiar with the stories of someone who dropped out of high school, only to become successful in business because they learned a simple concept and kept on applying and modifying it. Or others who live very simple lives and aren't very financially prosperous, but who live a life filled with joy and wonderful relationships because each day they learn and apply the knowledge of peace, love, and acceptance.

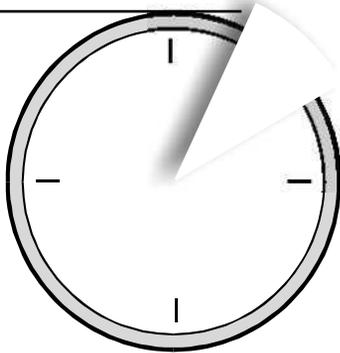
Please don't get me wrong—I believe education is very important. But instead of our goal being the pursuit of knowledge, I believe we should pursue the growth and continuous application of our knowledge.

Another way of looking at this is that most of us *know* that exercise and eating right are important to a healthy and happy life, yet over 60 percent of our country is out of shape. Most of us *know* that sleep and rest are important to our mental sharpness and productivity, yet over 50 percent of us are chronically sleep deprived. Behaviors, not knowledge, drive most of our actions! That's why I want to focus on positively shifting your behaviors in time.

Consequently, my approach in this book is to not only teach you new skills, but also to get you to apply them in order to create the life you desire. You will most likely have heard many of the skills in this book before, but my goal is to successfully teach you the skills to apply the knowledge in powerfully unique combinations.

The key to moving knowledge into action in order to create true power is using *tools*—simple, repeatable skill steps that bring consistent results. The purpose of this book is to give you knowledge in ways that will massively leverage your time, teach you simple tools to bring those consistent results to life, then motivate the heck out of you to use the tools to create the extra time you desire.

In closing, I'd like to share with you a simple roadmap to the success of gaining more time. Frequent *repetition* of positive skill tools leads to *consistency*, creating habit. *Consistency* leads to *discipline*, creating the strength to overcome most obstacles and distractions. And *discipline* leads to *success*, creating control of most of your habits and behaviors, your time, and ultimately, your destiny.



AN INTRODUCTION TO TIME CONTROL

Success-Centered Time Management versus Time Management

So what, exactly, is the difference between Success-Centered Time Management and traditional time management? The best way to recognize the difference is by walking you through a couple of questions.

First, do you think your life would benefit both at work and home if you were more *organized* in your time?

That's the focus of time management. Not bad—if you organize the right things and consistently act on your plans.

Now, do you think your life would benefit much more if you concentrated your improvement on your *behaviors*, your motivation, and your focus within the time you have and then assisted that with a few organizational skills?

That's the unique and very powerful focus of Success-Centered Time Management—the key being your behaviors. You see, over the last 19 years of research, testing, and teaching, I've come to the conclusion that—*time management does not work!*

As a result of my studies conducted around the world, I've discovered that when people are taught time management by traditional organizational methods, 80 to 90 percent fall right back into old habits and behaviors within one month. In other words, when we're taught a tool to save us time, such as how to use a “to do” list or a day planner, most of us will find an excuse *not* to use this beneficial tool within just a few weeks despite being convinced that this new tool will work and despite being motivated by a sharp trainer. Has this ever happened to you?

Through my own early experiences with time management methods, I discovered, quite accidentally, that the fortunate 10 to 20 percent of people that were taught and found success with time management tools had a common background. All had some basis or education in skills that focused on their habits and behaviors within the realm of time. It was my experience that, when I was 14 years old, I began to realize a passion for studying the foundational skills needed for mastering time. It took Jerry Lucas, an NBA player who co-authored *The Memory Book* (Ballantine Books), to spark this destiny. Throughout the following years of study, practice, and testing, I improved this set of skills and its combination with traditional time management skills. This was the birth of Success-Centered Time Management.

What Is Time Control?

*Gain control of yourself,
And you can fully control your time.
Control your time,
And you control your destiny. (SM)*

Time Control is the program that brings Success-Centered Time Management to life by helping you build a solid foundation in the critical behavioral skills needed to conquer time. It will help you build a base to conquer your time-stealing habits and gain control of yourself. The program then mixes in the most effective and simple-to-use time management skills I've found in my near 20 years of experience. This combination of focusing *first* on behavioral-based success skills, *then* mixing effective and simple time management skills gives you control of your destiny.

I define destiny as the chain reaction of consistent thoughts and actions that take your life in a particular direction. It's simply the summation of what you think and do on a daily basis over time. I feel that destiny is less of a destination and more of a direction, and that we have absolute control over the direction in which we point our lives.

3 Categories to Gain More Time

I have found that there are only three main categories of required action in order to gain more time in your day:

1. Reduce your Distractions and Time Wasters
2. Improve your Action Systems
3. Increase your Human Performance

Number one is fairly obvious. In this category, as you remove or reduce things in your life that "steal" time and do not move you toward your goals

and vision, you increase the total amount of productive time available to you. By improving in this category, most people can usually gain one to four hours a day.

Examples of reducing distractions and time wasters include reducing telephone and personal interruptions, controlling socializing, reducing procrastination, streamlining or eliminating wasteful meetings, controlling the television and time surfing the Web, and reducing paperwork. Gaining clarity and focus, as well as setting and frequently reviewing goals, can help immensely in this category.

Day planners and “to do” lists can also help reduce distractions and time wasters. But *beware!* Day planners and “to do” lists are *only* as good as the information you put into them. No matter how organized you are, if you fill your day with events and tasks that do not take you toward your goals and clear vision, then you are still wasting your time. You’re just doing so with flair.

Improving your action systems can add precious hours to your day. In this category, you increase your total daily time as you reduce the time needed to perform your daily functions. Even better—if you can find ways to massively increase your results for the same or even less effort, you will grow your time by leaps and bounds! The amount of time you gain from this category can vary greatly from a few minutes a day to exponential numbers.

Examples of improving your action systems include reducing the time you need for exercise while actually increasing your results, reducing housework, and reducing the time allotted for events at work. In business, two of my favorite action systems to improve on are sales and small business marketing. Through incredible mentors, I have found systems that greatly accelerate time in sales and marketing by focusing on simplicity and better than average returns on time, effort, and cost expended.

The last category in gaining more time in your day is increasing your human performance. By focusing on increasing your human alertness, energy, motivation, and focus, you can easily add two to four hours to your day.

Examples of increasing your human performance include getting adequate sleep (this will give most of us two more hours a day), exercise, and mental rest. Eating a proper diet and reducing stress also increase how well you perform in the time you have. Simply increasing your motivation can also add several hours to your day.

These three categories all work together to give you more time in your day. Improve in any one category, and you will grow your time linearly. Be careful, though. If you improve in one area, but are destructive in another, your efforts could cancel each other out. By this, I mean if you are organized, have and use a day planner, and try not to waste time, *but* you average less

than seven hours of sleep a night and drink caffeine products to get through the day, your efforts are canceling out their effectiveness. You're shooting yourself in the foot!

However, if you improve in all three categories—even just a little bit, you will grow your time geometrically as the improvements reinforce each other. A small improvement in all three categories could easily add several hours to your day. Increase your improvement aggressively in each category, and you can drastically change your destiny.

The Time Control Modules

You'll notice that between the Introduction and Conclusion of this book, there aren't any chapters—there are 13 modules. A chapter is something you read before moving on to the next chapter. This is fine if your goal is to only gain knowledge. A module, however, is something you actually work on and apply action to before moving on to the next module. Modules are about knowledge *and* action!

Repetition leads to consistency; consistency leads to discipline; and discipline leads to success. Repetition of a positive, time-accelerating skill or technique leads to consistency or habit in about three weeks. All 13 Time Control modules in this book are designed to be individually studied, and more importantly, applied for three to four weeks before moving on to the next module. Through this module method, you'll ingrain positive habits into your behaviors before adding something new—a true formula for increased power and control in your life.

Before we dive into the modules, I think it's important to share with you how they're put together and arranged and the best way to use them to maximize your time-building benefit from this book.

This book contains 13 Time Control modules. I consider these particular modules to be the foundation and cornerstone of my entire Time Control program. Each module contains two sections, the module text and the module worksheets. The module text is the coaching guide where you walk through the module's background, relevance, and case histories, and are taught, step-by-step, how to apply its techniques and tools to your life. Application of each module's tools is the key to your success in this program, and the worksheets are your guides to application. All applicable worksheets mentioned in the module text are contained in a section called "Put Your Knowledge Into Action" at the end of each module.

The order of these 13 modules is specifically designed to give you maximum yield in the shortest amount of time—working together to create powerful behavioral changes for you to add at least two to four more enriched hours to each of your days. Each successive module will add a new dimension and strength to your success in time, either leveraging additional daily minutes or hours, or building your behavioral strength to keep the time you've gained to date.

Let's take a quick look at the modules to give you a taste of what's in store for you.

Module 1

For Starters...Clarity!

Do you know where you are in your life? Do you know where you want to be? This module can help! Learn how to create and apply your *Clarity*—the most critical, yet overlooked and underutilized, first step in building personal and business success in time!

Module 2

The Continual Success Improvement Formula

Learn a simple, four-step formula that will empower you to constantly achieve and improve your success in time at both work and home.

Module 3

Bit by Bit

The simple, amazing power of five minutes! Learn how just five minutes a day can change your destiny and help you accomplish what you thought impossible. Includes “The War Board,” a tool to greatly accelerate your learning and application of any chosen field of study.

Module 4

Gain 2 More Hours a Day Through the Power of Sleep

Almost all of us want more, but few take it seriously. This module shows you how the lack of adequate sleep is the reason for 90 percent of our problems in time. It then teaches you how sleep can help you gain several more productive, creative, focused hours each day; reduce your stress levels immensely; gain a tremendous boost in day-long energy; and spend more enjoyable time with those you love.

Module 5

The Power and Purpose of Behavioral Goals

Learn the awesome power and purpose of goals, then discover the guidelines of behavioral-based goal setting for fulfilling any goal. Includes a powerful, step-by-step Goal Setting Workshop.

Module 6

Reducing Distractions

Learn the 13 leading time wasters in our lives and gain skills to reduce them. The exercises in this module will easily help you gain, on average, over an hour extra at both work and home.