

THE UPSIDE TEACHING GUIDE

Episode 53: Time Management Myths: 4 Lies Keeping You in Overwhelm

Part 1: Busting the Myths (Fill in the Blanks)

Myth #1: I can _____ time.

- The Truth: Time is a constant. You cannot manage it, stretch it, or save it. You can only manage _____.
- Myth #2: _____ is the same as productivity.
- The Truth: Movement doesn't always mean _____. Just because you are doing a lot doesn't mean you are getting anything important done.
- Myth #3: I need to do _____ right now.
- The Truth: Everything feels urgent when you lack _____. Not all tasks are created equal.
- Myth #4: If I work harder, I will get _____ done.
- The Truth: Productivity is not a result of effort; it is a result of _____. Working through burnout actually decreases your output.

Part 2: The Success List vs. The To-Do List

Most of us operate from a never-ending "To-Do List" that leaves us feeling defeated at the end of the day. It's time to switch to a Success List.

The Concept:

A To-Do list captures everything you *could* do. A Success List captures only the things you will do to move the needle on your biggest goals.

Your Exercise:

1. Brain dump: Write down everything currently on your mind in the "Brain Dump" column. (You will need more than 5 lines!)
2. Select: Identify the top 3 items that will have the biggest impact on your long-term goals.
3. Transfer: Move those 3 items to your "Success List."

Brain Dump (Everything on your mind)	The Success List (Top 3 Priorities)
1.	1.
2.	2.
3.	3.
4.	
5.	

Part 3: The 4 D's Framework

1. Do: Is this critical and urgent? Does it take less than 2 minutes? Do it now.
2. Delete: Is this necessary? Does it align with your goals? If not, get rid of it.
3. Delay: Is this important but not urgent? Schedule a specific time to do it later.
4. Delegate: Does this need to be done by you? Can someone else do it 80% as well as you? Pass it on.

Practice:

Look at the items left in your "Brain Dump" from Part 2. Assign one of the 4 D's to each item.

Part 4: Reflection Questions

Journal on these questions to deepen your understanding.

1. Which of the 4 Myths do you struggle with the most, and how has it affected your stress levels recently?
2. What is the one thing such that by doing it makes everything else easier or unnecessary?
3. Where are you leaking energy? (e.g., social media scrolling, saying "yes" when you want to say "no," perfectionism).
4. Who can you teach this concept to? (Teaching reinforces learning!)