



TIME IS MONEY

with Alison Warner

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www.evolveandgrowcoaching.com



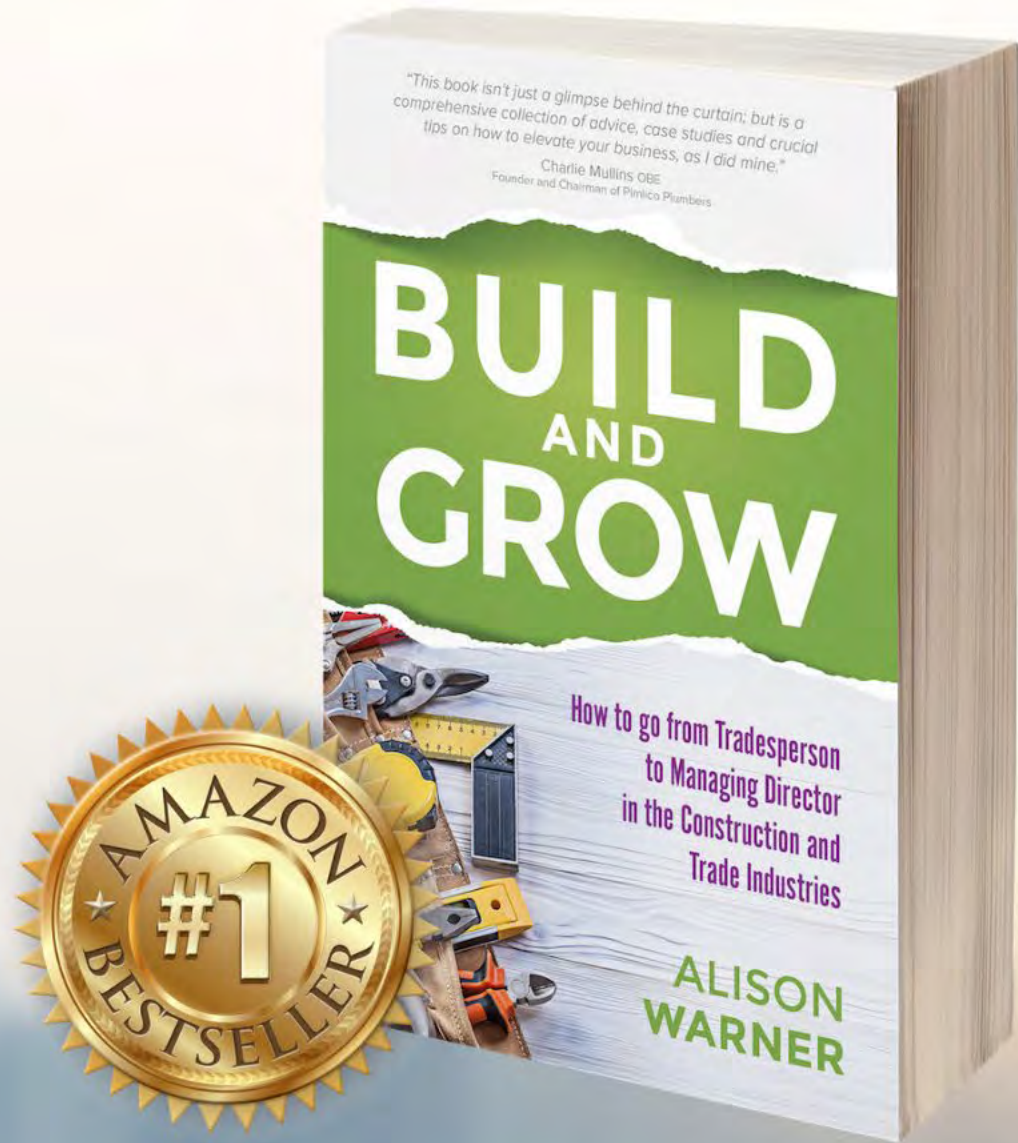
Working with
**Tradespeople &
Construction Business owners**



Previously working with

UK WIDE BRANDS





www.evolveandgrowcoaching.com

Things I hear prospective clients tell me

**“ I’m working really hard
but I don’t know where
the money is**

”



Things I hear prospective clients tell me

“

**I need more structure and
organisation**

”

Things I hear prospective clients tell me

“

**I need more help in the
business, but I'm not sure I
can afford it**

”



A construction worker wearing a white hard hat and a safety vest is looking intently at a set of blueprints held in his hands. The background shows the wooden framework of a building under construction. The entire image is overlaid with a semi-transparent purple filter.

Things I hear prospective clients tell me

“

**I'm not sure I am pricing
my jobs right**

”

A person wearing a blue and white plaid shirt and purple work gloves is holding a red brick. The background is a blurred construction site with wooden framing and a blue sky. The entire image is overlaid with a semi-transparent purple rectangle.

Things I hear prospective clients tell me

“

**Something isn't working,
I'm not sure what**

”

A man in a checkered shirt is sitting at a desk with a laptop. He has his hands on his head, looking stressed or overwhelmed. The background is blurred, showing what appears to be an office or home workspace. The entire image is overlaid with a semi-transparent purple filter.

Things I hear prospective clients tell me

“

**How do people grow a
business like mine?**

”



Things I hear prospective clients tell me

“

**It's chicken and egg, do I
focus on getting more
people or getting more
business?**

”

A top-down view of a desk with a laptop, a notebook, and a pair of glasses. The scene is overlaid with a semi-transparent purple rectangle containing text.

Things I hear prospective clients tell me

“ I’m tired of working all day and then doing quotes and emails in the evening/weekends ”

Things I hear prospective clients tell me

**“ I don't feel like I can go on
holiday without the
business suffering ”**

Things I hear prospective clients tell me

“

**I'm always trying to keep
everyone else happy –
customers, team**

”



Things I hear prospective clients tell me

“ I have thought about jacking it all in and just going to work for someone else ”





THINK



PLAN



EXCEL



MANAGE





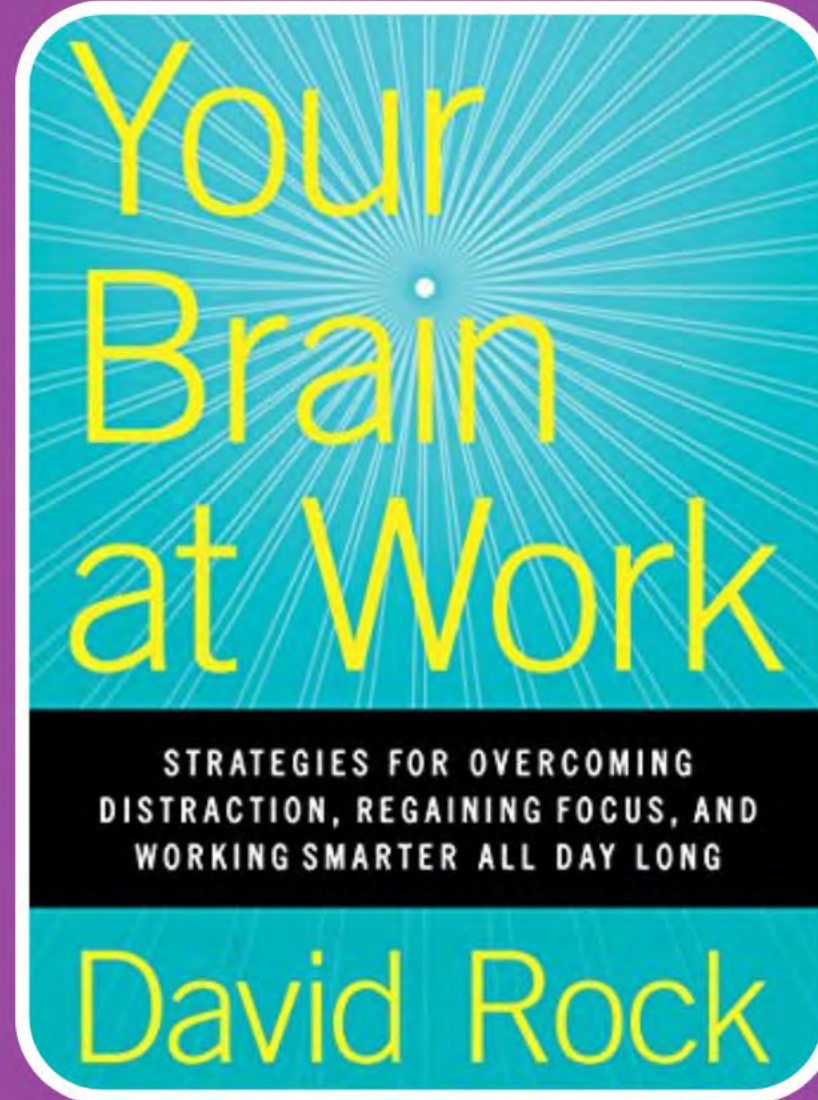
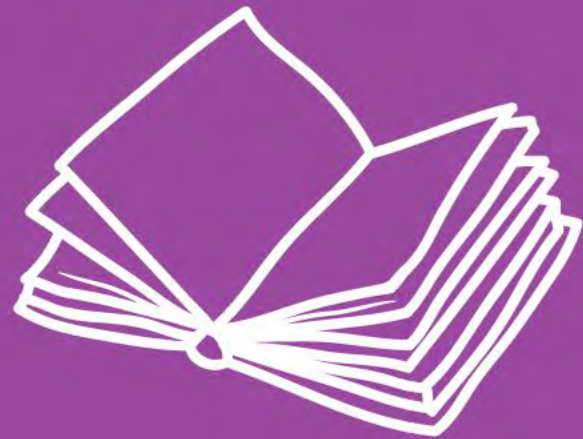




MINDSET LOADING



YOUR BRAIN AT WORK





STEP 1 - PLAN AND PRIORITISE

The image shows a hand-drawn mind map in a notebook. The central node is 'Funding', which branches into 'Crowd' and 'Bootstrapping'. Another branch from 'Funding' leads to 'MIA P'. From 'MIA P', the map branches into 'Content', 'SEO', 'Analytics', 'Real-time', and 'Big Data'. 'Content' further branches into 'Photo', 'Video', 'Blog', and 'Storage'. 'Analytics' branches into 'Real-time' and 'Big Data'. The words 'Server', 'Photo', 'Video', 'Blog', 'Storage', 'SEO', 'Real-time', and 'Big Data' are circled in different colors (pink, green, orange, blue). A hand holding a yellow highlighter is visible on the right side of the notebook.

STEP 2 - CREATE VISUALS



**STEP 3 - REMOVE
DISTRACTIONS**

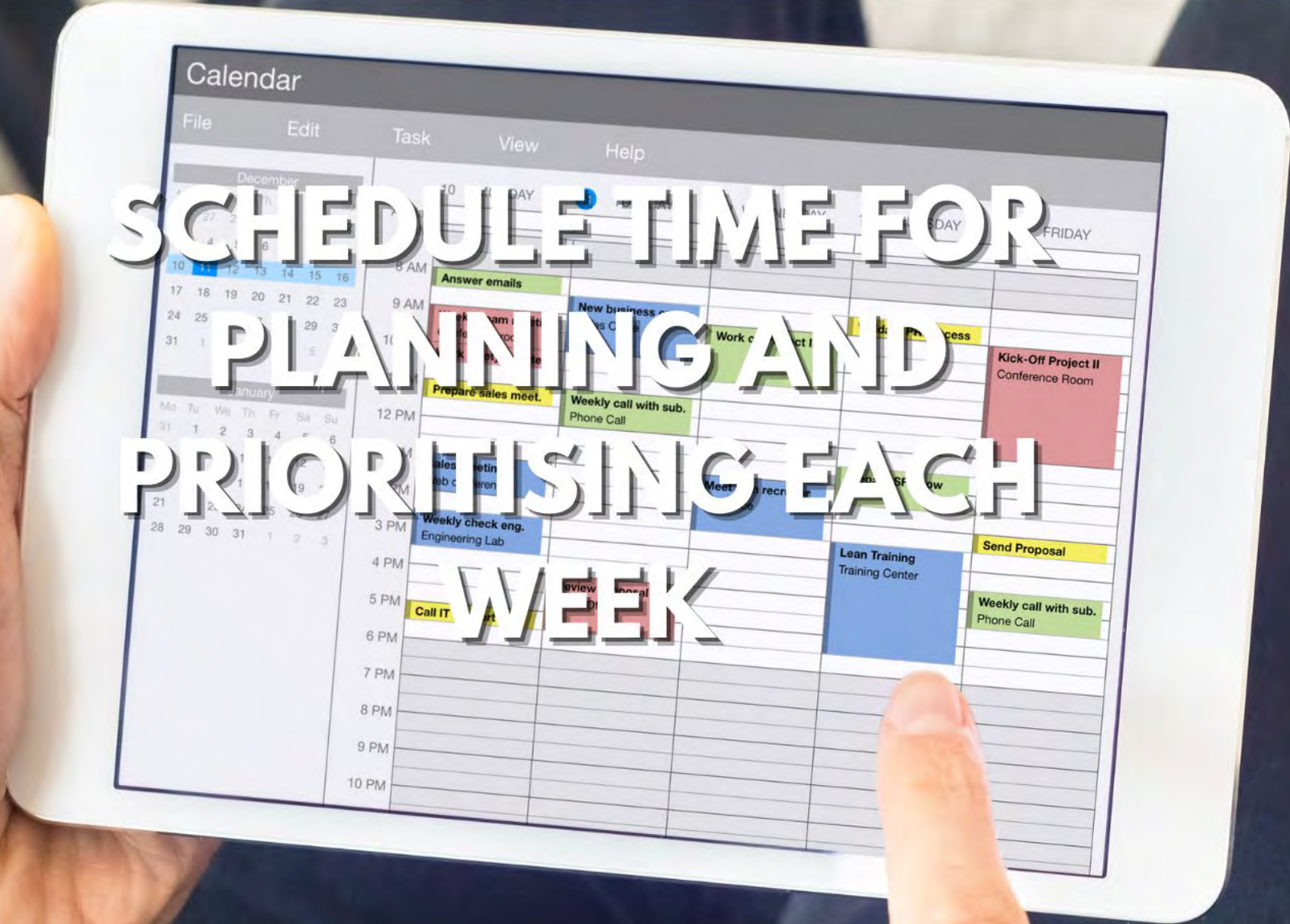
A group of people are gathered around a wooden table, engaged in a collaborative planning session. They are using various colored sticky notes (yellow, pink, blue) and hand-drawn sketches on paper to organize their thoughts. One person is holding a yellow sticky note with a red 'X' in a square, while another holds a yellow sticky note with a blue 'X' in a square. The sketches include a grid, a list of items, and a diagram with a box and arrows. The scene is framed by a purple border.

PLANNING AND PRIORITISING



**SCHEDULE TIME FOR
PLANNING AND
PRIORITISING EACH
WEEK**

SCHEDULE TIME FOR PLANNING AND PRIORITISING EACH WEEK



**NOT
URGENT**

URGENT

**NOT
IMPORTANT** **IMPORTANT**

DIARISE

DO

DITCH

DELEGATE

URGENT AND IMPORTANT

- **DO**
- **NEXT 24 HOURS**
- **SHOULD REDUCE AS YOU
USE THIS TOOL**

NON-URGENT BUT IMPORTANT

- **DIARISE**
- **ONLY YOU CAN DO THEM**
- **USE AN ELECTRONIC DIARY E.G. GOOGLE CALENDAR, OUTLOOK**
- **SEPARATE FROM JOB MANAGEMENT SYSTEM**
- **ESTIMATE HOW LONG EACH TASK TAKES AND POP IN THE DIARY**
- **DO NOT IGNORE OR DELETE!**

A man with a beard, wearing a blue and white plaid shirt and a headset, is smiling and writing on a piece of paper at a desk. In the background, there is a window with a chalkboard that says "WELCOME! WE'RE Open". A blue mug is on the desk to the left.

URGENT BUT NOT IMPORTANT

- DELEGATE

- COULD THE TASK BE DELEGATED?

- OR OUTSOURCED?

NON URGENT AND NOT IMPORTANT

- **DITCH**
- **TIME WASTERS**
- **SOCIAL MEDIA**
- **CHECKING EMAILS TOO FREQUENTLY**
- **WRITE DOWN EVERY 15 MINS OF YOUR DAY**



**NOT
URGENT**

URGENT

**NOT
IMPORTANT**
IMPORTANT

DIARISE

DO

DITCH

DELEGATE

The background of the slide is a blurred image of several stacks of papers or documents, creating a sense of a busy office or a large volume of work. The text is centered in the upper half of the image.

£10, £100, £1000
TASK EXERCISE

The background of the image shows several stacks of papers or documents, which are heavily blurred to create a sense of motion or a large volume of work. The papers are light-colored, possibly white or off-white, and their edges are soft and indistinct. The overall lighting is bright and even, contributing to a clean, professional aesthetic.

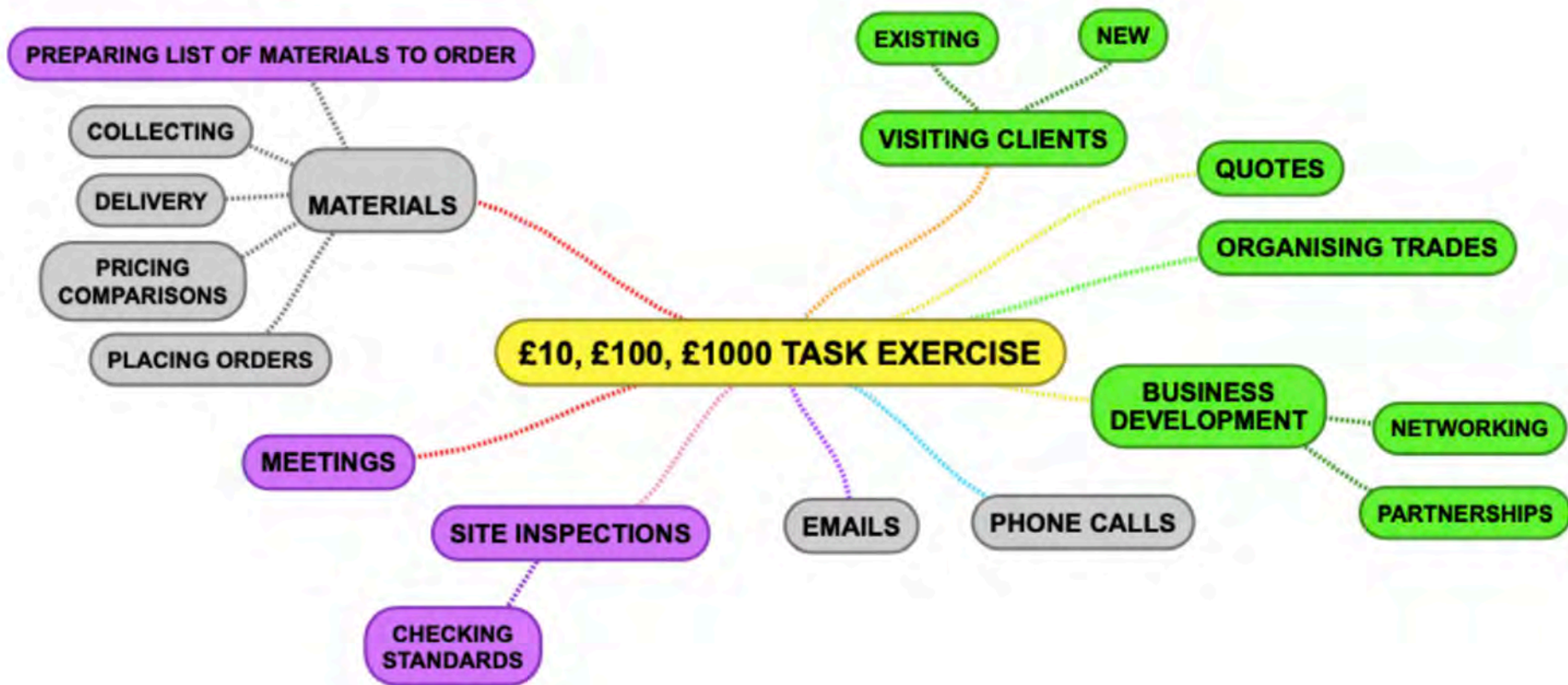
**£10 TASKS
= EASILY DELEGATED, MENIAL,
LOW RISK**

The background of the slide is a blurred image of several stacks of papers or documents, creating a sense of a busy office or a large volume of work. The text is centered and overlaid on this background.

**£100 TASKS
= CAN BE DELEGATED BUT
WOULD NEED MORE TRAINING,
HIGHER RISK THAN £10**

The background of the image shows several stacks of papers or documents, which are heavily blurred to create a sense of motion or a large volume of work. The papers are light-colored, possibly white or off-white, and their edges are soft and indistinct. The overall tone is light and airy, with a focus on the text overlay.

£1000
= ADD MOST VALUE TO THE
BUSINESS, COSTLY IF NOT
DONE CORRECTLY



£10

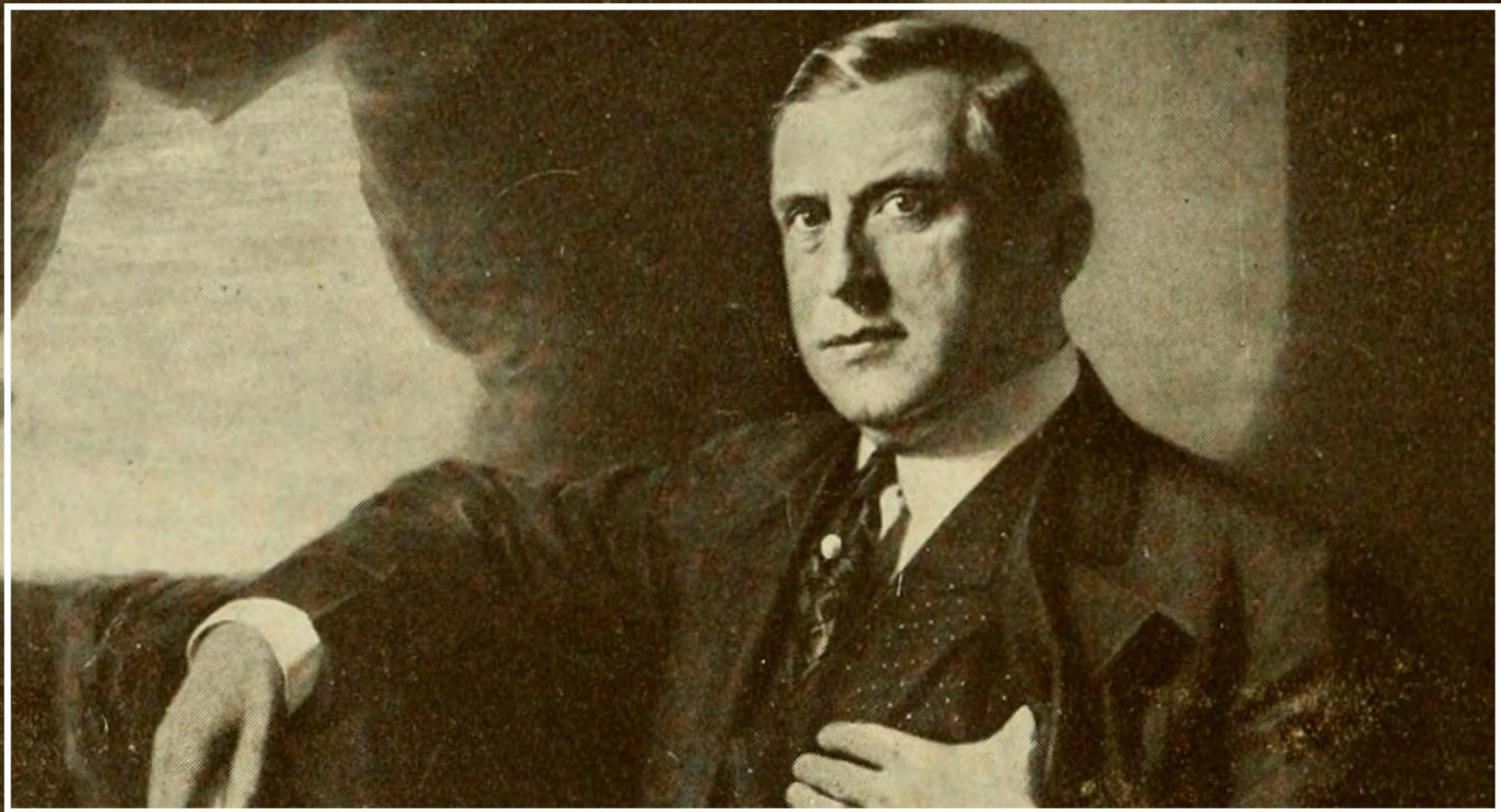
£100

£1000


Important




**THE 6 MOST
IMPORTANT
THINGS EXERCISE**



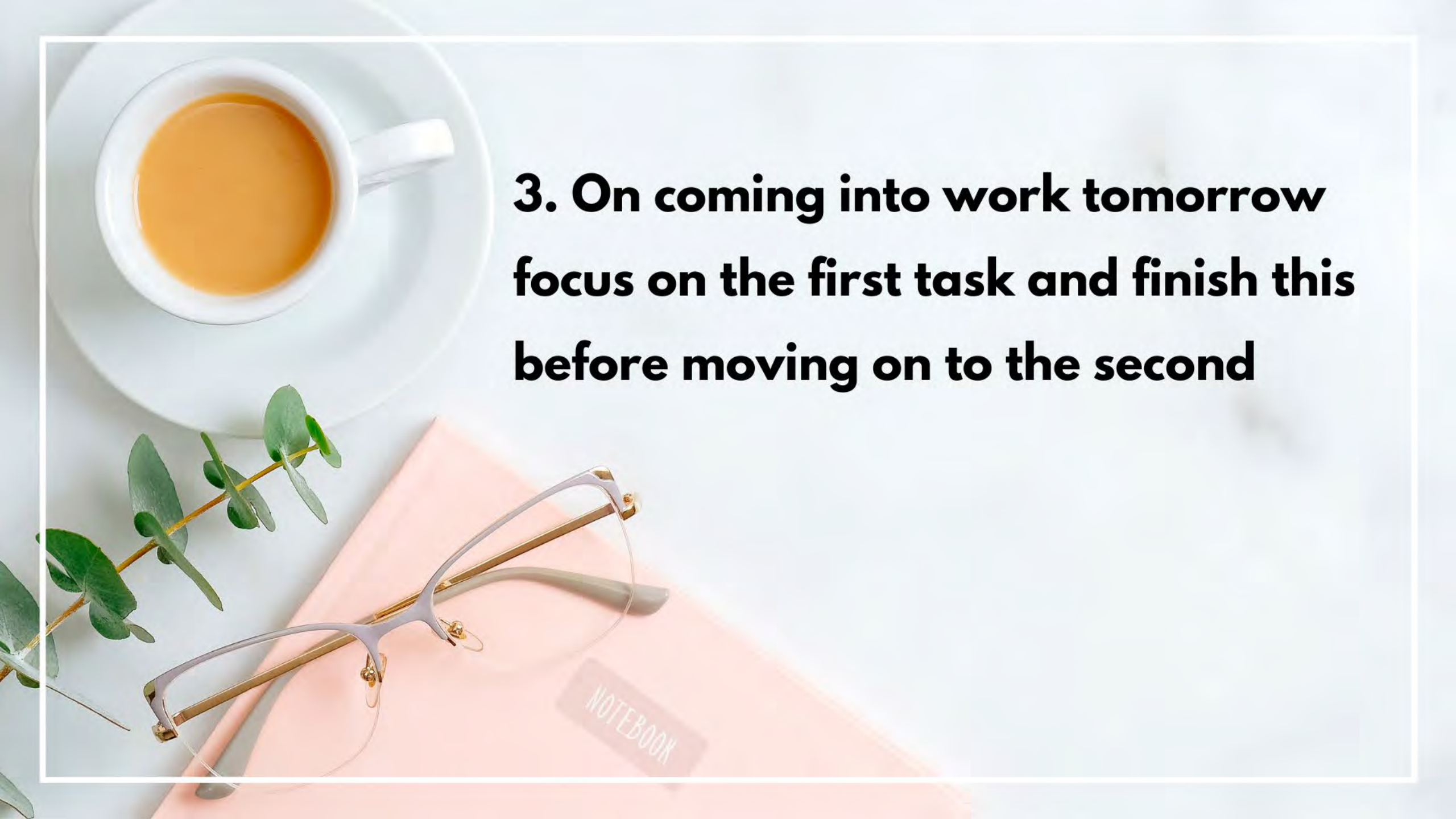


A top-down view of a white cup of coffee on a saucer, a pink notebook with a pair of glasses resting on it, and a sprig of greenery. The text is overlaid on the right side of the image.


1. Write down at the end of each day the 6 most important things that you need to get done tomorrow

A top-down view of a white coffee cup filled with orange-colored coffee on a matching saucer. Below the cup, a pair of light-colored glasses with gold-colored temples rests on a pink notebook. The notebook has a small label that says "NOTEBOOK". To the left of the glasses, there is a small sprig of green eucalyptus leaves. The entire scene is set against a light, neutral background.

2. Prioritise them in order of importance

A top-down view of a white coffee cup filled with orange-colored coffee on a matching saucer. Below the cup, a pair of light-colored glasses with gold-colored temples rests on a pink notebook. The notebook has a small, light-colored label with the word 'NOTEBOOK' printed on it. To the left of the glasses, there is a small sprig of green eucalyptus leaves. The entire scene is set against a light, neutral background.

3. On coming into work tomorrow focus on the first task and finish this before moving on to the second

A top-down view of a white ceramic cup filled with orange-brown coffee on a matching saucer. To the right, a light pink notebook is open, with a pair of gold-rimmed glasses resting on its pages. A small, rectangular, light-colored label with the word "NOTEBOOK" is visible on the notebook. A sprig of green eucalyptus leaves is placed to the left of the notebook. The entire scene is set against a light, neutral background.

4. Deal with the rest of the list in the same way and anything that you haven't got done by the end of the day goes on to the list for the following day

A top-down view of a white coffee cup filled with orange-colored coffee, sitting on a matching white saucer. To the right of the cup is a pink notebook with a pair of gold-rimmed glasses resting on it. A small, rectangular, light-colored sticker with the word "NOTEBOOK" is visible on the notebook's cover. A sprig of green eucalyptus leaves is placed to the left of the notebook. The entire scene is set against a light blue background with a subtle, abstract pattern. The text "5. Repeat this every day" is overlaid in the upper right quadrant of the image.

5. Repeat this every day

COMPANY INC.

123 Street Name
City Name, CA 90000

\$25,000

Cheque
Client No: 12345

Date: January 10, 2013

The Sum of TEN THOUTHANDS TWO HUNDRED AND FOURTY SEVEN 40/100 U.S. DOLLARS
of any Name amount: USD 10247.40

Payable at
Bank Name
Street Name
City Name, CA 90000

Or Order

For: Bank Branch Name

Authorized Signature

COMPANY INC.
123 Street Name
City Name, CA 90000

**EQUIVALENT TO
\$400,000 TODAY!**

Check
Client No: 12345

Date: January 10, 2013

The Sum of **HUNDRED AND FOURTY SEVEN 40/100 U.S. DOLLARS**

Payable at
Bank Name
Street Name
City Name, CA 90000

Or Order

For: Bank Branch Name

Authorized Signature

A close-up photograph of a person's hands holding a yellow sticky note. The person is wearing a light grey sweater. The background is a white table covered with numerous colorful sticky notes (yellow, pink, blue, green) and a pen. The text "CREATE VISUALS" is overlaid in a white box with purple text.

CREATE VISUALS



A woman with long dark hair, wearing a blue denim shirt, is sitting at a desk in an office. She is looking towards the right side of the frame, away from the laptop in front of her. The background is a blurred office environment with a window and some office equipment. A white rectangular box is overlaid on the image, containing the text "REMOVE DISTRACTIONS" in purple.

REMOVE DISTRACTIONS









A young woman with curly hair, wearing a white top and dark pants, is smiling while looking at a tablet computer. She is standing in a modern office with large windows in the background. On a desk in front of her, there is a laptop, a desk lamp with a glowing bulb, and some papers. The scene is brightly lit, suggesting a sunny day.

UTILISE TECHNOLOGY









STEP 1 - PLAN AND PRIORITISE

The image shows a hand-drawn mind map in a notebook. The central node is 'Funding', which branches into 'Crowd' and 'Bootstrapping'. Below this, the letters 'MIA P' are written in large, bold letters. From 'MIA P', arrows point to several other nodes: 'Content', 'SEO', 'Analytics', 'Real-time', and 'Big Data'. 'Content' further branches into 'Photo', 'Video', 'Blog', and 'Storage'. 'Analytics' branches into 'Real-time' and 'Big Data'. The nodes are circled in various colors (yellow, green, blue, orange, pink). A hand holding a yellow highlighter is visible on the right side of the notebook.

STEP 2 - CREATE VISUALS



**STEP 3 - REMOVE
DISTRACTIONS**

Thank you

Questions

Keep In Touch



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