

So Much
To Do,



So Little
Time



JOCELYN WAYNE

So Much to Do
So Little Time

by

Jocelyn Wayne

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Introduction

“Time is too slow for those who wait, too swift for those who fear, too long for those who grieve, too short for those who rejoice, but for those who love, time is eternity.”

— Henry Van Dyke



People have a general tendency to underestimate time, such as:

“It’s still early, why the rush?”

“It’s already this late? Forget it then, I’ll work on it tomorrow.”

And with all these procrastinating, we suddenly find ourselves pressed for time, desperately seeking more time, but realizing there just isn’t any more of it to spare.

It’s just like an ocean of water, after all.

This guide is to help us manage our time usage better, and discover ways to encourage us to plan for it, seek its efficient use, and overall make the most of it. Time, after all, is the one thing we cannot recover once lost.



Chapter 1

What is a Goal

No, it's not what you kick a ball into, or the cry you shout when it happens.

A goal gives us the motivation and the push to use every single second of time to its fullest.

Goals are necessary to give you the right motivation. Goal-oriented people manage their time efficiently. They always think ahead because they know that with proper planning they can get on the right track, finish tasks faster and achieve their goals.

When it comes to time management, you should be aware of your goals. They are motivational tools or techniques that will provide you with the needed enthusiasm to begin a new task and finish them.

A good goal should be based on your present conditions and resources; however, to achieve it, you must be willing to increase your resources or change the conditions within a given time to attain the desired result.

A goal is also a projection, a way of directing your thoughts toward what you see as success. It is a mindset, which is another important aspect of developing effective time management skills. You should be aware of the power of your mind and of what you believe. Utilizing the power of positive thinking can help you maintain a positive outlook while you are learning how to manage your time.



Types of Goals

On your way to success, it is essential to set priorities and plan effectively. Now let's go over a few different types of goals that you can employ that will help you get more done:

- Motivational Goals

These types of goals move you forward and inspire you to be good in whatever you do. Motivational goals are imaginary pictures of how you see yourself in the future. For instance, would-be actors may picture themselves becoming rich or famous after going through their difficulties and enduring the hardships of a celebrity life.

Remember - people are usually motivated by how they define the future, or by what they wish to accomplish in life. While motivational goals aren't necessarily the specific conditions or a particular time, they are scenarios that give you the encouragement to work hard and not to waste time achieving them.

- Projected Goals

These goals are the ones that you want to achieve within a given time period. The result of your plan depends on your projected output, making it possible to achieve what you want if you've created the right conditions to reach the end of the path.

Projection is a way of estimating the result of your plan like your projected income after a year from the start of your business, the projected result of your thesis or study, or your plans after five years of marriage. These are similar to motivational goals, however these goals are more about what you wish to achieve, then, creating conditions that will help you reach them.

You may be thinking, “Why is personal goal setting so important in time management?” From the time management perspective, your life is a series of big and small tasks, and the time it takes to accomplish them. Those choices direct your conscious and subconscious decisions toward success, building up your motivation to achieve personal and professional success.

This is just the beginning of our guide to mastering time management. With goals set for yourself, you might just find yourself edging forward with the momentum.

But how should you go about setting goals?

That’s what we’ll be sharing in the next chapter!

Chapter 2

Deciding on the Goals



In the previous chapter, we discussed about setting goals to help encourage ourselves to move forward. Our goals should be based on our strengths and weaknesses. They should also have set objectives and be realistically achievable based on immediate needs.

As humans, we all have basic needs like food, shelter and material things that are necessary for survival. These needs must be met in order to survive and move forward. There are also emotional needs, which include social interactions, like the need for love and a sense of belonging. On top of all of this, there is the need for “self-actualization” or fulfillment that fills us with a sense of well-being and happiness.

When deciding what goals to have, we should consider:

- Our priorities in life and their order of importance.
- Our strengths and weaknesses in doing things or in executing actions.
- Our personality and the things that should be improved when it comes to meeting the demands of your plans.
- Our plans for other people, especially for your loved ones that will give you a sense of fulfillment and personal happiness.
- Our previous achievements that will pump up more encouraging spirit in your next struggles.

Keep in mind that goals are guideposts, not necessarily the exact result of what you have in mind for your plans. While sticking with your goals is great, not adjusting to the changes in your life only leads to wasted time and frustration.

Another part of efficient time management is learning to avoid procrastination. It's a big hindrance when it comes to achieving your goals and it can also result in the loss of motivation as well as low self-esteem.

Goal Ideas



Here are some ideas on what types of goals you can have:

Professional Goal: What is my idea of success and how do I get there?

Educational Goal: What do I want to learn and why should I learn them? What are the things, information, and skills that I have to acquire in order to excel and become a productive citizen?

Family Goal: What is my concept of home and how do I define my family? Am I aware of my lineage and my goal for my family?

Financial Goal: What are my financial expectations? Do I want to be rich or affluent?

Physical Goal: What do I want to become, physically speaking? What are my hobbies or preferred sports? Do I wish to compete in athletic events and how do I see myself doing it?

Developing good time management skills puts you in control of your time and your life, which makes it much easier to reach your goals. It also helps when it comes to maintaining balance between your work, personal, and family lives.

The good news is time management skills are learnable, even if you are the most unorganized person on the planet. Once you begin developing them, you will see improvements in all areas of your life by simply becoming aware of the causes of common personal time management problems.

We have discussed about what goals are and how we can set them, but why should we be setting them? That is what we will discuss in the next chapter!

Chapter 3

How to Set a Goal



We previously considered how to define a goal, and how to choose one. Let's move forward to how to set one.

Planning means preparing yourself with theories, ideas and concepts that will lead you when it comes to executing your task. A carefully crafted plan doesn't waste time and effort on unnecessary tasks. Planning involves resource management and prioritizing the logical steps that need to be accomplished in order to achieve a goal. This process also involves creativity and patience.

It is important that your goals are specific, measurable, attainable, realistic, and trackable. This type of goal setting is often referred to as **SMART goals**.

By being specific, you need to clearly mark out what your goal is. Don't say, "I want to be strong." Say, "I want to achieve the gold award in my firefighter's physical proficiency test."

By being measurable, you would want to set 12 pull-ups in order to achieve the gold award.

By being attainable, 12 pull-ups need to be humanly possible. Because it would be impossible to do 1,000,000 of them within the duration of your test!

By being realistic, you have to admit to yourself whether 12 pull-ups can be done within the time frame you have for training. It's rather unrealistic to expect to improve from 0 to 12 within 10 days.

And finally, by being trackable, you need to know how close or how far you are from reaching your goal. If you can improve from 3 to 4 pull-ups within a week, then you know you would need another 8 more weeks of consistent training to achieve your goal.

When it comes to using time management strategies you should:

- Know your strengths and weaknesses.
- Try to veer away from complications.
- Avoid mental contradictions.

These three important aspects of time management will help you know how to move forward. By looking at your strengths and weaknesses as an individual, you will know what to avoid (like procrastination, boredom, laziness, low self-esteem) and what to rely on (like creativity, flexibility, or cheerfulness).

Effective Planning



Now let's go over some tips that will help you plan effectively:

- Make things simple

When it comes to managing time effectively, it's important to reduce complications as much as possible. When creating your calendar of activities, don't include unrelated or unnecessary tasks and try not to include too many variables in your plans.

To help with this task think about the resources you'll need and the best way to accomplish your goals without too many steps or distractions. Just focus on the fastest most effective way execute your plan.

- Don't be your own worst enemy

Mental conflicts, also called cognitive dissonance is the mental stress or discomfort experienced when a person holds two or more contradictory beliefs, ideas, or values at the same time. It is also caused when we are confronted with new information that conflicts with our existing beliefs.

Whenever someone is their worst enemy, they often get in the way of their own success by making excuses or giving in to delays that change their plans. To avoid the negative

effects of self-sabotage try to stay focused on the tasks at hand and alleviate mental stress by eliminating opposing thoughts. In other words, remove anxiety from your mind.

Since time management is an important component of becoming successful you may need to take some time to revamp the daily schedule for maximum effectiveness. Here are a few tips to help you get started:

– Brainstorm

Don't make the mistake of jumping right into work. Instead, take the time to brainstorm and develop a list of tasks. Create a list of things you need to accomplish to reach your objectives.

– Prioritize

You might assume that you are done after brainstorming your daily tasks, but you are not. Next, you'll want to create a to do list or a detailed schedule. For this list to be effective, it's important to prioritize your tasks according to importance. It is a good idea to add daily, weekly and monthly tasks to your calendar to help keep yourself on track.

– Set Time Limits

After you create your to do list it's important to assign time limits to complete each of your tasks. Yes, this does apply pressure, but time limits can also serve as a source of motivation and without them, you will find it extremely difficult to reach your goal.

Of course, not everything is so simple. There's always something to give us a reason (or two, or three, or more...) not to accomplish our goals. We got to avoid them!

Chapter 4

Things to Avoid



Distractions. That word alone tells lots of tales that we rather not tell at all, especially since almost everyone (if not everyone) is guilty of giving in or becoming victim to these time thieves one way or another. In fact, most of these time thieves have become normal parts of people's daily lives.

What are they?

- TV

Who can resist watching their favorite shows on TV? If you really want to save time, turn off the tube. I know it's extremely difficult to control the urge; but if you start watching, chances are you'll get hooked and what was originally a decision to watch a one-hour

show can easily turn into a 4-hour marathon. Be strict when limiting the amount of time you spend watching.

- Phone

The phone can actually be a time-saver if you know how to use it properly. Instead of emailing someone, engaging in a phone call can allow you to get the answers right away. "Saying it" is definitely faster than "writing it." Of course, there are exceptions when email or other methods are more efficient, like when a detailed list is needed.

You can prevent phone calls from stealing your time by telling the caller nicely that you have some urgent matters to attend to, and that you will try to call back soon.

- Emails

Emailing is great and it can save you lots of time and money for postage compared to its snail-mail counterpart. Many of us rely on emails to get our messages across faster, cheaper, and more conveniently.

However, there are certain downsides to using emails as a means of communication. Many people check their emails several times during the day, consequently getting in the way their productivity. They have become so addicted to checking their emails that they spend hours reading and replying, even sorting out their junk mail which can be a very time-consuming activity.

If you find yourself addicted to your inbox, here are some great tips to make emails work for you instead of wasting your time.

- Check your emails a maximum of twice a day.

If you want to accomplish many tasks, limit your time in reading your emails. Suitable times would be first thing in the morning (to take care of urgent matters) and a few minutes before you end your work (to catch up with last-minute concerns).

- Be brief

Answer your emails clearly and to the point. Don't overcomplicate the explanation. Never reply to spam messages or junk mails.

- Call, don't email

Several minutes spent in replying to emails can be shortened tremendously by just calling the person when it is acceptable. Often you'll get much faster responses and you'll end up saving time too.

- Reduce spam

Spam messages are very prevalent nowadays. Not only can they waste a lot of your time, they can be very annoying as well. To prevent spam, don't post your email address online. It is also a good idea to set up a private email address for your most trusted friends and colleagues.



Of course, there are many other time thieves depending on your own individual circumstances. The important thing is recognizing and avoiding them whenever possible. If you can learn to do that, you will see your productivity sharply increase.

Next up, the importance of organization. Management is in tandem with organization, because you really want to ensure your time is well-sorted!

Chapter 5

Organizing Time

As we have learnt thus far, there are many different aspects involved when it comes to utilizing your time management skills. After you have taken the time to carefully lay out your plans, you have to work on their execution by developing an organized structure to efficiently manage time.

However, before you can get organized, you first need to know where your time goes. For instance if you work in an office, calculate how much time you spend there and at home. Time estimates will give you an idea of your workflow, your efficiency and your time to relax and rest.

Considerations for Planning

Here are a few more things you should take into consideration:

- Work Time

The regular workload for most people is 8 hours, more or less. It's important to maximize your time and energy during this productive period so that you can accomplish your daily tasks and still have time to enjoy life.

- Personal time

This is the time most of sacrifice first, but we need it to regroup and reflect on our goals and objectives. This can be either a time to contemplate the day's activities. Even if you can only spare a few minutes of alone time to recharge your internal batteries, it's a very important part of your time management plan.

- Interactions

These are times spent talking with colleagues, friends, relatives, and loved ones about relationships, professional matters, personal things, or anything that concerns the speaker and the listener. Usually we become unaware of the time spent for this activity.



- Relaxation and Recreation

This is the time when you reward yourself after spending so many hours and days at work. This is a time to feel free and to enjoy the moments of life. You can organize your time by creating a daily agenda and by checking your agenda at the end of each day to track down your schedule on a daily basis.

Keep an activity log with all your major and minor activities as well as your idle moments and tardiness. Then analyze them to get rid of any time wasters that are holding you back. This will also help you discover where your strengths and weaknesses are so that you can adjust your plan for maximum effectiveness.

In the last chapter, we will touch on a topic most would not expect to stop doing, particularly in our modern world where everyone is expected to do everything all at once.



Chapter 6

Avoiding Multitasking

Yes, you are reading this right! We should avoid multitasking for a multitude of reasons.



Being the busy bee and the ever imaginative person that you are, it is quite impossible not to entertain a lot of thoughts about what you want to do and how you would want things done.

Although it is not entirely wrong to plan things ahead and to want several things to happen all at once, it wouldn't hurt if you focus or stick to one plan at a time to avoid overlapping of goals or confusion.

Consider this phrase: "Multi tasking does not mean that you are productive." Is there any truth to this saying? While many people may answer no, since they believe that doing and focusing on several plans at the same time would definitely get them to where they want to be: that being successful in everything that they do.

Adverse Effects of Multitasking in Terms of Productivity

Did you know that multitasking; per recent studies can reduce your total productivity by as much as 40 percent? Well, this is true for most people, who are not able to handle all their tasks without sacrificing the quality of their work.

And aside from confusion, multitasking can definitely cause a lot of negative effects, such as:

1. You will not be able to avoid distractions and will not be able to focus on what you really need to do.
2. It leads to memory loss. Yes, excessive multitasking can make you forget a lot of things.
3. Multitasking will keep your attention so divided that you will not be able to decide which one should you complete first.
4. You will always feel exhausted. Because you constantly think about what you should do next.
5. You will eventually lose your temper easily. Handling several tasks at a time will affect you ability to handle and control your emotions.
6. You will also start acting like a robot, programmed to do nothing but work, work, and work.
7. You will lose your interest to work wholeheartedly, because you are far too exhausted and used to doing things just to get things done.



Importance of Working on A Single Task

There are many reasons why working on a single task is important advantageous for you.

1. You can actually focus on the most important aspect of your business. If you set your sights on one thing, distraction will and cannot be entertained.
2. You can ensure quality.
3. You get to enjoy your work more, and you can not only savor every bit of success that you gain out of your task, but also appreciate your work and your talents more.
4. Relaxation is just around the corner.
5. Working on one task at a time will help you weigh out and prioritize the important things.

Some of the Best Ways to Focus on One Thing at a Time



Focusing on one task at a time can help you get more things done, compared to multitasking that can divide your attention, and in the end, you will be doing less than what you are supposed or expected to produce.

1. Concentrate and turn off everything that can distract you from completing your task.
2. Give yourself a target and a time frame – this will ensure that you are in synch with your schedule.
3. Stop dilly-dallying and work!
4. Post-its are great reminders.
5. Create a vision – of what you would want to accomplish at the end of each task.
6. Prepare yourself emotionally.
7. Use technology and make it work to your advantage.
8. Block out your schedule. Take note of what your project needs and how long it should take you to complete it.
9. Start fresh every day. And because you are single tasking, you will have more room to take breaks and start fresh come every work day.
10. Accomplish small tasks first.
11. Never ever start a new project for your business, unless you are completely sure that the previous one is done.
12. Flexibility is key. Do not force yourself to complete one task if you know that you do not have enough resources to do so.
13. Stop procrastinating and start working! If you stop making excuses why you were not able to finish your tasks on time, it means that you have the wrong attitude towards work.
14. Learn to delegate other tasks. While it is important to be efficient, it is also important that show effective management and work focus through assigning or delegating tasks to other members of your team.
15. Beat laziness. Stop being a sloth and move quickly but accurately.
16. Avoid information overload. If you keep stuffing your brain with too much information that you may not be able to make use of, the chances of confusion and distraction is extremely high.

17. Do not force things to happen. Let things fall into place by focusing on one aspect of your campaign at a time.

18. Be one with your work – this means that both your mind and your body should be really into the project that you need to complete.

19. Treat a task as an opportunity to excel and not as a burden. If you keep complaining about your work, you will not be able to focus.

20. Meditate! This helps you concentrate on things more and develop a calmer approach when it comes to dealing with a difficult task.

21. Breathe before you start your work. Breathe calmly and properly – this will encourage your mind to relax and take things one stride at a time.

22. Create a normal and steady flow of things. This means that you need to plan and follow your plans by the book.

23. Get plenty of sleep. If your body is well rested, so will your mind be. A well rested mind and body leads to a better attitude towards work.

24. Learn how to wait. Take your time and understand that not all things can be done in a snap.

25. De-clutter your surroundings. It is not just your mind that you need to organize. You also need a more organized work place. A clean work area can help you focus on your work more.

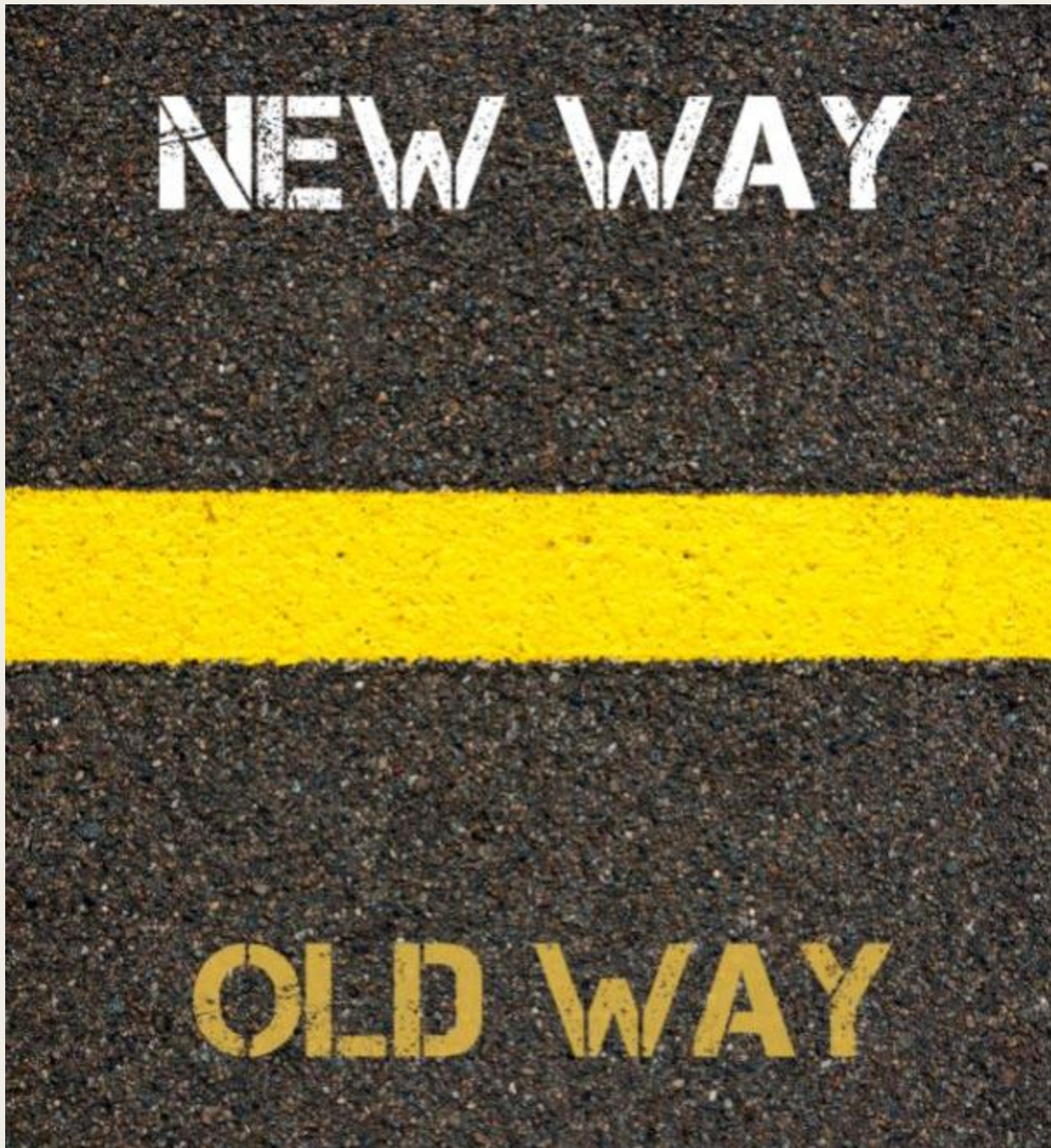
26. Find a buddy who can help you get back into focus every time you get distracted. Distractions are unavoidable at times, and it would be best to have someone to keep you in synch with your goals.

27. Do not be scared to handle one task.



Do you know the reason why people handle too many things at the same time? Aside from the fact that multitasking can help show how productive a person is, it's also because some people are scared of failing altogether. But you know, if you handle and focus on just one task, it will help you do your best and your undivided attention can almost guarantee that your chances of succeeding will be extremely high.

A Simpler Approach To Improving Concentration



It is quite obvious that concentrating on a single task before moving on to the next one would be a great help in achieving your business goals. And improving your ability to concentrate and focus should be your priority if you really want to get somewhere. Perform these few easy steps to practice and improve your focus and concentration and these simple steps would surely make a believer out of you.

1. Eat healthy. Having a healthy and balanced diet can improve your body as well as your mind. And a healthy mind leads to better focus and concentration.



2. Learn to work alone from time to time. This doesn't mean that you have to be a loner and ignore your workmates, but trying to work on your own sometimes can definitely work on your concentration.
3. Learn how to be patient. Patience can do you a lot of good things – one of which is staying focused and on top of your tasks.
4. Learn how to make and work using lists. Creating a checklist of every part of your task that you need to accomplish for the day, and tick off each task that you have completed.
5. Stay calm. If you keep stressing out on things, you will completely lose control and will start to panic. And you know what panicking does to you, right?

Top Workplace Distractions

No matter how hard you try to concentrate on doing one thing before moving on to your next task, you have to admit that there are a bunch of distractions. The best thing to do is to identify them:

1. Over eagerness to get the job done. We would understand that you may want to always put your best foot forward every single time, however, if you keep taking task after task without accomplishing anything, this move can prove detrimental to your work and business.
2. Fear can also be considered a distraction and the cause for you to lose your focus on your work.
3. Inability to manage your time properly. This will completely distract you from meeting your deadline.
4. Moving on to managing your work day activities: even constantly checking your email can distract you from your work. Even checking your favorite social networking media sites are also a distraction.
5. People in your workplace or at home can deter you from completing your tasks on time. Chit chats in between tasks, although can get your mind off the stress and pressure of work, can and will take a lot of your time.
6. Digital devices such as your multimedia players, tablets, mobile phones, laptops and other gadgets can sometimes or often times the cause of delay.

7. Thinking too much. Come on, if you keep thinking way too much and wandering off into lala land, day-dreaming or coming up with ideas irrelevant to your tasks, you will not get anything done, that's for sure.

8. Anxiety and the pressure of handling too much tasks are two of the major culprits when it comes to working on projects and campaigns.

9. Who wants to take in more work in the first place? But if you keep avoiding being given any task at all, then that would be a huge problem for you, your stay in the office and of course your business.

10. Lack of a sense of direction. Even if you are working on a single task or taking 10 tasks at the same time, you would need some sort of direction or the right mindset to make things work.



Was it a surprise for you that multitasking could be the source of your time loss? Well, it's a good thing you got this book, isn't it?

Epilogue



As you continue on your time management journey you may find that you need more than a simple to-do list or calendar to keep yourself on track. Well, you're in luck, because there are a wide range of free and paid tools that can help you kick your time management plan up to the next level, so before we close this book, I want to share a few of the more popular ones.

Time Management Tools

Rescue Time

<https://www.rescuetime.com>

This tool runs with your Windows or Mac to watch and record how long you spend on each application or activity as you go. It also generates an analysis of how you're using your time to help you plan more effectively for the next week.

- ActiveWords

<http://www.activewords.com>

This very smart application allows you to assign abbreviations to lengthy information. For instance, you can customize the New ActiveWord Wizard so that every time you type "myzip," the app will automatically change it to your selected zip code.

- MindMeister

<https://www.mindmeister.com>

This cloud-based productivity tool lets you customize an easy-to-revise virtual mind map. MindMeister is best for visual people because it's focused on goals rather than lists and orders. You can also collaborate with others on a project via mobile.

- Toggl

<https://www.toggl.com>

This simple program is for those who want to keep track of how long they have been working on a project. You can try to beat your time on given tasks to improve efficiency. Plus, Toggl saves your entire project and is accessible on Mac, PC, and mobile phones.

- OneNote

<http://www.onenote.com>

This ultimate note taker, which is part of Microsoft Office 2010, allows you to keep organized virtual folders to file away notes. OneNote is particularly useful when you're collecting a massive amount of research. Its drag and drop function makes it very easy to stay organized.

- Evernote

<https://evernote.com>

Evernote is a place to record and save all your thoughts, notes, photos whatever you uploading the cloud so that you can get to all of it from your computer, smartphone, tablet, or anywhere you have an Internet connection and a browser.

When it comes to mastering the art of time management, it's really all about changing how you approach your daily schedule. Like cracking down on your TV time or checking your email too much. Taking advantage of tools designed to save you time like the ones I mentioned above are an excellent way to hone your skills and they can also help you reach your goals and objectives faster than you ever thought possible.

As we close this book, I would like to thank you again for joining me on this short course. I sincerely hope that you have learned a lot about how important it is to develop and to use time management skills to achieve personal and professional success!

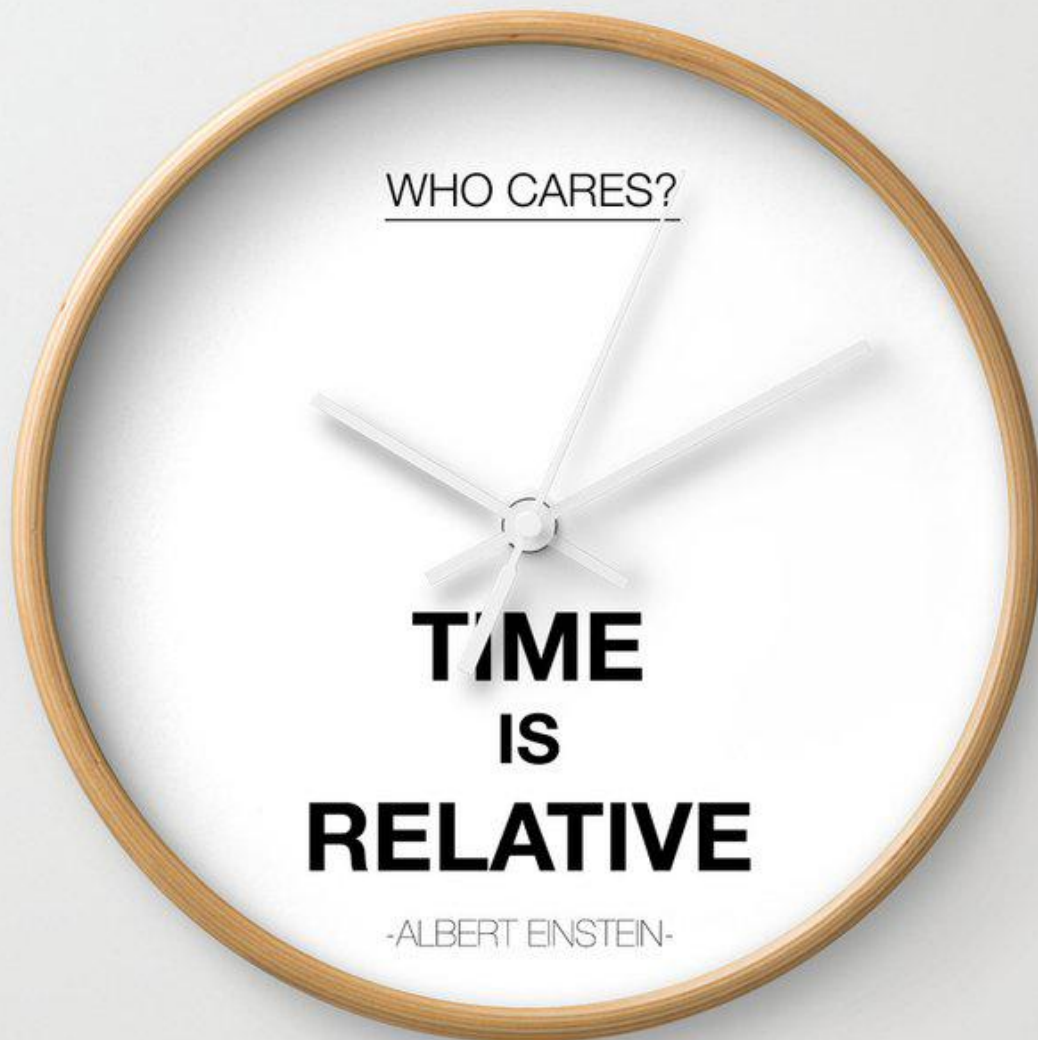
May time ever be with you!

Recommended Bonuses



For Men And Women Who Want To Shift Stubborn Body Fat,
Without Spending Hours Exercising

Discover the World's Greatest Fat-Burning Stretch In Just 15 Minutes...



You already know how Albert Einstein rocked the world with $E=MC^2$, aka The Theory of Relativity.

What you probably don't know is that the same equation uncovered a little-known secret to "warp time"... and bring your future success racing toward you at warp speed.

[Click here for the full explanation of how Einstein's time warp will work for you.](#)