

TIME AND STRESS MANAGEMENT STRATEGIES OF TEXAS MILLIONAIRES



By Beverly Ambrosio

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Time and Stress Management Strategies of Texas Millionaires

“A man who dares waste one hour of time has not discovered the value of life.” -Charles Darwin

If you want to learn the most effective time and stress management skills, ask a millionaire. Better yet, ask a multi-millionaire Texan. That’s what I’ve been doing for the last several years and the information I gained is priceless. I’ve had the good fortune to become friends with, be related to, and work with multi-millionaires and even one billionaire. I live in Texas! We have a lot of millionaires here! Dallas alone has over 70,000 millionaires.

Over the years I noticed there were some definite commonalities among millionaires when it came to time management and organization.

Millionaires create order in their lives. Order allows for better focus, creativity and productivity. Rarely will you see a millionaire’s home or office messy and filled with clutter. True, they typically have staff to take care of things, but many millionaires already possessed those qualities before they became wealthy.

Millionaires know the value of time and the best way to use it. They understand managing their time effectively is vital for creating the life they want.

One day over lunch a friend made a rather shocking comment to me when he said “I don’t believe in doing volunteer work for charities.” Apparently the look on my face, with eyebrows raised and jaw dropped, conveyed my confusion. I must admit my first thought wasn’t a nice one. He then said “my time is better spent making money. Instead of spending time volunteering on a project that might make or save the charity a few hundred dollars, I can put that time to better use and make 10 times that amount and donate the money.”

Then I understood. Although I’m not advocating this approach for everyone, as there are many benefits to volunteering, it does make sense for someone with this millionaire’s talent for making money.

Yes, time is money and if you don’t manage your time well, you’ll have a difficult time getting rich!

Here are a few of the best millionaire time management strategies I've learned:

- Email: Only check and respond to emails twice a day. Email is one of the biggest time robbers of our century. Rarely is any email so urgent it can't wait a few hours. If it is, then a phone call makes more sense. I now check emails around 10 a.m. and again at 5 p.m. each day. That's it. Everything else after 5 p.m. can wait until the next day without the world crashing down.
- Phone Calls: Just like email, answer and return phone calls at scheduled times of the day. Instruct your assistant or receptionist to take messages and inform callers of when they can expect a return call. Leave a voicemail message on your cell phone informing callers that you will return calls at a certain time of the day. If you're worried about family members or close friends having an emergency and not being able to reach you, give them a "secret ring code" to use only for a true emergency.

- **Regular Mail:** Deal with mail the same day you open it. One millionaire told me he reads and deals with mail the minute he gets it and throws the rest away so his desk is clean. If it's something that can't be dealt with that day, then have a calendar filing system it goes in. Don't put it aside, put it off, or stack it up on the side of your desk. Doing so is a mental distraction. In the back of your mind you know you have to deal with it at some point, and often it builds up. Deal with it, be done with it and you can move on to other things.
- **Clutter:** Create order in your environment by keeping it clutter-free. Keeping your office, desk and home clutter-free will create an amazing space for productivity. It's a necessary component of time management because when you can't find what you need, you waste important time and lose your focus.
- **To Do Lists:** Take time to write out a "to do" list a month in advance. Break the month down into weeks, and then break the weeks down into days. Make a prioritized list the day or evening before with items prioritized. It also helps to estimate the amount of time for completion of each item.

- Office Chit Chat: Don't have an "open door" policy for your office. Instead, create a specific time of day when colleagues or staff can stop in to "chat" or ask questions. This will eliminate distractions so you can focus your energy where it's needed most.
- Get to the Point: Learn to get your point across without going off on some wild tangent and politely help others do the same. Once you establish yourself as someone who doesn't waste time on idle chit chat, others will likely follow your pace. The same goes for phone calls. Keep them short and to the point. My Dad is an expert at this one. Throughout my life I have never known my Dad to spend more than 5 minutes on the phone.
- Delegation: Delegate, delegate, delegate. Never do anything someone else can do just as well or better than you can. As one millionaire so brilliantly put it ... "When an entrepreneur realizes he must give up some control, and there are people who can do things just as well if not better than he, then he has reached the point where

he can truly grow his business.” Give up the control and free your time for bigger things.

While it might seem like some of these strategies are harsh or even unfriendly, the end result is reduced stress so you can be more engaging and less distracted when interacting with someone. Everyone has the ability to manage their time in more effective ways. Millionaires simply put that ability into action and use it to their advantage to focus on the bigger picture.

Stress Management the Easy Way

"The greatest weapon against stress is our ability to choose one thought over another." -William James

In just a moment, I'm going to share with you two very simple techniques for managing stress and immediately reducing (and in most cases, completely eliminating) tension and anxiety. I'll also explain to you why these techniques are so important. You're about to learn information I received from one of the most prominent neurosurgeons in the country, Dr. Van Miller, while studying neuroscience at the University of Texas at Dallas. So, keep reading and you'll learn how the brain processes

information that results in stress in the body, and how you can easily control and manage stressful thoughts and situations.

One of the first steps to managing stress is to become aware of what is going on within your body and mind.

Using the previous two weeks as your time frame, list all the physical and emotional symptoms of stress you have experienced. Begin by:

- identifying the symptoms you are experiencing;
- where they are occurring in your body;
- how often they occur; and
- what your thoughts are just prior to and while you are experiencing them.

As you become aware of what your stress symptoms are, as well as what your thoughts are, you can begin to instantly change them with these two simple techniques. **Breath and controlling your internal dialog.** It's really that simple. Few people, however, take the time to do either in a stressful situation nor recognize the need to control both oxygen intake and

their thought patterns. Both of which affect the nervous system and it's coping mechanisms.

The Power of Breathing

“Focusing on the act of breathing clears the mind of all daily distractions and clears our energy enabling us to better connect with the Spirit within.”

-Author Unknown

One of the best things you can do in a stressful situation is to simply breathe. Remind yourself to take a few deep breaths and continue to control your breathing. You will find the anxiety beginning to diminish. One, because you have redirected your focus, and two because breathing influences the sympathetic nervous system to regulate blood pressure, heart rate, circulation, digestion and other bodily functions.

When you are experiencing emotional stress, the sympathetic nervous system is stimulated and affects a number of physical responses. Muscles tense, breathing becomes either shallow or rapid, the heart rate increases and we begin to perspire. Breathing causes stimulation of the parasympathetic nervous system which then results in relaxation and reversal of the stressful responses that were elicited by the sympathetic nervous system.

Breathing provides oxygen to the circulatory and respiratory systems to purify our blood by removing poisonous waste products that are circulating throughout our blood systems. Irregular breathing will hamper the purification process and cause waste products to remain in circulation. The lack of necessary oxygen leads to the build up of the waste products which in turn causes fatigue and heightened anxiety states. The following breathing technique is very easy and effective technique to bring about a more relaxed state. You can use the technique to reduce stress immediately as well as guide you into meditation.

Relaxed Breathing Technique

This breathing technique is useful for immediately bringing you to a relaxed state. You can do the technique either standing, sitting or lying down.

- Make sure your posture is aligned and your spine straight.

- Close your eyes and inhale slowly and deeply through your nose into your abdomen, while you visualize and repeat to yourself the number 3, three times, then exhale slowly.
- Next inhale slowly and deeply while you visualize and repeat the number 2, also three times, then exhale slowly.
- Next breath in slowly and deeply while you visualize and repeat the number 1, three times, then exhale slowly.
- Now inhale slowly and deeply and repeat the word “relax” three times, and then exhale slowly.

Upon ending a session, stay still for a few minutes and try to keep the entire body relaxed. The purpose of this technique is to develop a good, relaxing breathing method. It may be practiced anytime, especially during stressful situations.

The Mind-Body Connection

“All the breaks you need in life wait within your imagination. Imagination is the workshop of your mind, capable of turning mind energy into accomplishment and wealth.” -Napoleon Hill

Recognizing the importance of the mind-body connection is a crucial component to stress management. Our internal dialog will direct our body and determine our actions. Internal dialog is so powerful it can create stress to the point of bringing on anxiety attacks. Likewise, changing the internal dialog can change your emotional states and eliminate anxiety attacks.

Much of the internal dialog that goes on is so subtle that it occurs on the subconscious level. When stress is occurring at the subconscious level, more cortisol, a hormone produced by the adrenal glands and associated with stress, is released with the potential to bring about a host of illnesses.

If your thoughts are running rampant and you are telling yourself things like “I don’t have enough time” or “I can’t do this” or “this is just too much for me,” you are creating a snowball effect of spiraling and anxious thoughts.

Some degree of hopelessness is involved with this kind of thinking. “How”

questions are much more productive to getting what you want and managing stress. “How do I?” questions want to know a way, an answer, and some knowledge of “how” to accomplish the underlying desire. For example, consider the question “How can I feel at peace?” This question presupposes you are capable of experiencing peace and that there is a way to do it. The next step is to come up with the ways in which you can feel at peace. If your internal dialog consists of “why” questions such as “why is this happening to me” or “why can’t I ever get a break,” your brain is in an endless loop of trying to find out why you “can’t” do the thing you wish to do and creates stress and frustration. The quality of the questions you are asking yourself has a dramatic impact on your internal state.

Next, let’s look at some of the outside influences that can affect stress and consider how you can eliminate them.

Energy Drainers

“Positive or negative is exchanged like a fair trade, the more you give, the more you receive. –Master Jin Kwon

We all know people who are so negative that we just can’t wait to get away from them. Now we know that’s exactly what you should do. Get away and

stay away! Although we all have a bad day every now and then, some people have bad days and drama on such a regular basis that it consumes them. If you allow it, being in close contact with them will consume you also.

In addition to negative people bringing you down and affecting your mood, research in the field of neuroscience has discovered that other individuals can actually have an effect on the physical structure of another person's brain! Think about that. The words that someone else speaks or the actions they take in your presence can change your brain! How you choose to spend your time and who you choose to allow into your sphere of influence matters.

You probably know some of the most common things that can drain your energy, such as a stressful day, an argument with someone, kids fighting, not sleeping enough, etc. Some of the less common energy drainers you may not be aware of are the actual memories of past events that get stored in the body long after the event that originally drained you took place. This occurs at the cellular level when the memory of the event is encoded into the cells

at certain regions of the brain and body. It's one of the reasons we have physical pain in our bodies from stress.

The stressful event creates “neural traffic” to and from the central nervous system and triggers a “fight or flight” response. During this traffic within the cerebral and peripheral nervous system, sensory receptors are either picking up information or carrying it away. Each sensory receptor then encodes the nature, location, intensity and duration of the stimuli.

You may have heard the analogy of the human brain being compared to a computer hard drive. That's an excellent analogy because once information, in any form, is stored within the brain, it is deeply embedded into neurons of the brain. Of course, there are ways to remove the information, but it's not always an easy task.

The best approach for dealing with energy drainers is to be pro-active and work to prevent them from taking a hold of you in the first place. You can do this through awareness and choice. It also takes a pro-active approach to effectively remove energy drainers that have already occurred. As you read

on, you'll discover some of the best and proven methods for regaining your energy and replacing the old neural pathways with new ones.

You Are In Control

“Adopting the right attitude can convert a negative stress into a positive one.” –Hans Selye

In just ten minutes or less you can control your breathing and redirect your thoughts. By saying the word “relax” (or any other positive word you choose that represents calmness to you) while you are breathing, your brain and body will react accordingly. Notice which areas of your body are tense and what symptoms you are experiencing while going through the breathing process. As you do, mentally imagine a hand or massage roller easing away the tension in that area. You can also create a scene in your mind of a calm and relaxing place and see yourself in that place relaxing.

Do the technique on a consistent basis until it becomes a habit. It typically takes anywhere from 30-45 days for new neurons and neural pathways to be formed within the brain. New neurons (cells) and neural pathways (connections to other cells) means new information is being encoded in those cells and pathways in the brain. When the new information overrides

the old, the brain has a new reference point and a new habit is created.

When it becomes a habit, stress management for you will be on autopilot within your subconscious.

That's it! Thanks for reading this Special Report. If you have any questions or comments, feel free to email me at Beverly@CoachBeverly.com.

To your best health and success,



Beverly Ambrosio