

How to Achieve Your Dreams In Just One Hour A Day



by Marelisa Fábrega

The One-Hour-A-Day Formula How to Achieve Your Dreams In Just One Hour a Day

By Marelisa Fábrega Daring to Live Fully

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INTRODUCTION

"If you want to make good use of your time, you've got to know what's most important and then give it all you've got."

~ Lee Iacocca

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

~ H. Jackson Brown

"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might as well put that passing to the best possible use."

~ Earl Nightingale

Most people believe that in order to make an important change in their lives—pursue their dream career, become a published author, find a way to create multiple streams of income, learn to play the guitar, and so on—they need to have a large chunk of free time at their disposal. At the same time, few people have the luxury of taking a long sabbatical—lasting a year or more—which they can devote exclusively to achieving an important life goal. However, in order to change your life, you don't need a large chunk of time. All that you need is one-houra-day.

When you read the paragraph above, what thoughts popped into your head? Probably something like the following:

- "Yeah, right. An hour a day is not enough time to get anything done."
- ""I'm really busy. I don't have an hour a day which I can devote toward achieving my life goals."

If you said either of these things to yourself, or maybe even both, in this eBook I'm going to prove you wrong. By the time you get to the end, you'll have carved out one hour of your day, and you'll be well on your way toward achieving your dreams.

Let's get started with the story of someone who was able to achieve his dreams in one-hour-a-day. Geoff Edgers was a 38 year-old man who had a good job—he was a reporter for the Boston Globe—, a nice house, and a loving family. However, he dreamed of making a movie. And not just any movie; he was obsessed with the British rock band, The Kinks. He wanted to reunite the members of the band—who had stopped playing together in 1996—and film a documentary about his quest. The problem was that Edgers knew nothing about making movies. In addition, he didn't have the money to make the film.

Given the low odds of success, most people would have simply given up on their dream. But not Edgers. He decided to start spending an hour a day working on his film. Three years later he had made a movie documentary called "Do it Again." It premiered at the International Film Festival in Rotterdam to smashing reviews.

Edgers explains that he took the kind of risks that he hadn't entertained since high school. In addition, he indicates that although financing was a problem at the start, once he had a compelling cut investors were easier to find. Here's a quote from Edgers:

"If you wonder whether you could write a book or run a marathon, don't waste a minute calculating your chances. Instead, spend an hour a day on your dream. It's how I suddenly found myself on a bridge in London, cameras rolling, wondering what took me so long."



The Kinks bysteve

Don't be one of those people who gives up on their dreams. Instead, take Edgers' advice: carve out one-hour-a-day and get the ball rolling on whatever it is that you're trying to achieve. Then, just like Edgers, watch how things start falling into place.

Part I of this eBook contains the stories of 15 more people who were able to achieve their life goals in one-hour-a-day. The people you'll be reading about changed their lives by refusing to accept that they didn't have enough time to follow their dreams. Instead, they used whatever time they could carve out of their day to go after what they really wanted. By reading these stories you'll come to the realization that you, too, can accomplish your goals by working on them for just one-hour-a-day.

Then, in the rest of this eBook, you'll discover all of the following:

- How to develop the mindset that will radically improve your chances of succeeding with the one-hour-a-day formula;
- You'll learn exactly how to carve out an hour of your day so that you can follow your dreams;
- You'll be shown step-by-step how to create a game plan for your one-hour-a-day;
- You'll uncover four strategies for turbo-charging your hour;
- You'll discover how to outsmart the three worst saboteurs; and
- You'll be shown strategies you can apply to make sure that you follow through on your one-hour-a-day until you achieve your goal.

In the next page you'll discover how this eBook is organized.

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HOW THIS EBOOK IS ORGANIZED

This eBook is divided into the following ten parts:

• Part I: Fifteen Successful Applications of the Formula

In Part I of The One-Hour-A-Day Formula" eBook you'll be reading about fifteen people who were able to achieve their dreams in one-hour-a-day. They did everything from becoming bestselling novelists to learning a new language, and from learning to play an instrument to building a fortune. These people radically changed their lives in one-hour-a-day, and so can you.

You'll be reading their stories in Chapters One to Seven.

• Part II: The One-Hour-A-Day Mindset

In Part II of the "The One-Hour-A-Day Formula" eBook you're going to discover how to create the one-hour-a-day mindset. This mindset consists of the following four key elements:

- 1. Start thinking of your time as an investment (Chapter Eight).
- 2. Recognize the compound effect of time and start using it to your advantage (Chapter Nine).
- 3. Think of each day as consisting of three 8-hour blocks. There's little you can do with the eight hours you spend sleeping or the eight hours that you spend at work. However, there's an eight-hour block each day that's entirely yours to do with as you wish (Chapter Ten).
- 4. Your time doesn't control you; you control your time (Chapter Eleven).

• Part III: Getting Ready – A Lesson From Journalism 101

You're going to get ready to start setting aside one-hour-a-day to work on your goals by using a lesson from Journalism 101. That is, you're going to ask yourself the same set of questions that journalists use when they're writing a story.

Just as journalists have to make sure that they answer all of these questions so that there are no holes in their story, you're going to make sure that you answer all of these questions so that there are no holes in your one-hour-a-day plan.

This is covered in ChapterTwelve, Thirteen, and Fourteen.

• Part IV: How to Carve Out An Hour of Your Time

Even incredibly busy people can carve an hour out of their day to work on their dreams. The key is applying the right methods and the right strategies. In Part IV of this eBook you'll discover how to do all of the following:

- 1. Take time to make time in Chapter Fifteen you'll be reading about a simplicity guru who applied this basic rule to "find" 30 hours a week (this is in Chapter Fifteen).
- 2. Analyze how you're spending your time you'll be doing this in Chapter Sixteen.
- 3. Wipe the slate clean and reassess you'll be doing this in Chapter Seventeen.
- 4. Rework your schedule you'll be doing this in Chapter Eighteen.
- 5. Make time by beating inefficiencies you'll learn 10 strategies for beating inefficiencies in Chapter Nineteen.
- 6. Find lost time by breaking Parkinson's Law this is in Chapter Twenty.

• Part V: Emergency Time-Carving Strategies

Your current situation may be such that—even after applying the strategies in Part IV--you still can't find one-hour-a-day to work toward the achievement of your goals and dreams. If this is you, then you're going to have to take emergency measures.

In Chapters Twenty-One, Twenty-Two, and Twenty-Three you'll discover three emergency time-carving strategies you can use.

• Part VI: A Four-Part Framework for Guaranteed Results

There's a four-part framework that will guarantee that you get results with your one-hour a day.

- 1. In Chapter Twenty-Four you'll discover the first building block of the framework.
- 2. In Chapter Twenty-Five you'll discover the second building block of the framework.
- 3. In Chapter Twenty-Six you'll discover the third building block of the framework.
- 4. In Chapter Twenty-Seven you'll discover the fourth building block of the framework.

With these four building blocks in place, you'll have the foundation that you need to start building your one-hour-a day goals and dreams.

• Part VII: Creating Your One-Hour-A-Day Step-by-Step Plan

In order to succeed with your one-hour-a-day you're going to need a game plan for your hour. This part of the eBook will show you how to create a detailed step-by-step plan for your one-hour-a-day. Here's what you'll discover in this part:

- 1. A method for creating an action plan that's as easy to follow as a recipe in a cookbook (Chapter Twenty-Eight).
- 2. A method developed by eminent mathematician George Polya which will show how to use the same method you would use to solve a math problem to solve "the problem" of how to achieve your goals in one-hour-a-day (Chapter Twenty-Nine).
- 3. Discover the Do-It-Yourself approach to learning the skills that you'll need to achieve your goal in one-hour-a-day (Chapter Thirty).
- 4. Turn your one-hour-a-day goal into a project and apply project management tools to achieve it (Chapter Thirty-One).
- 5. A strategy for breaking your goal down into small one-hour-a-day chunks which you can then tackle, one by one (Chapter Thirty-Two).

• Part VIII: How to Outsmart the Three Worst Saboteurs

Let's face it: lack of time is probably not the number one culprit that's preventing you from working on your dreams. The main culprit is you. After all, achieving what you want in life isn't about learning to manage time; it's about learning to manage yourself. In this Part of the eBook you'll discover how to outsmart the three saboteurs that have probably stopped you from achieving your goals in the past. Once you've defeated these three saboteurs, you'll be well on your way to achieving your dreams in one-hour-a-day. In Part VIII of this eBook you'll discover the following:

- 1. Strengthen your willpower Chapter Thirty-Three.
- 2. Get over your inner resistance Chapter Thirty-Four.
- 3. Overcome procrastination Chapter Thirty-Five.

• Part IX: Three Strategies for Turbo-Charging Your Hour

Achieving your dreams in one-hour-a-day will require a lot of hard work, and you have to make sure that you go about it smartly. The three strategies in Part IX will show you how to turbo-charge your hour so that you get the most out of it.

You'll find these strategies in Chapters Thirty-Six to Thirty-Eight.

• Part X: Getting Started and Following Through

This part contains additional tips, tricks, strategies and techniques to holdyou accountable and to make sure that you stay on track with your one-hour-a-day plan. In Part VII you created your one-hour-a-day plan, and in this part you're going to work your plan.

In Chapter Thirty-Nineyou'll be shown how to generate unstoppable enthusiasm for your one-hour-a-day and in Chapter Forty you'll get going.

The rest of this introduction will set forth four ways to think about your one-hour-a-day, and it will explain why the one-hour-a-day formula works for anyone, including you. By the time you're done reading this introduction you'll be revved up to get started with your one-hour-a-day plan so that you can begin to achieve your goals and make your dreams come true in just one-hour-a-day.

FOUR WAYS TO THINK OF YOUR ONE-HOUR-A-DAY

There are four different ways you can think of your one-hour-a-day. The four ways are as follows:

- As your Power Hour
- As your Sacred Dance Hour
- As your "Me" Hour
- As your Regret Busting Hour

Each of these is explained below.

The first way you can think of your one hour a day is as your Power Hour. Glenda Shawley turned POWER into the following mnemonic:

- P Persistent
- O On Task
- W Work
- E Ensures
- R Results

"An hour in every day, withdrawn from frivolous pursuits, would, if properly employed, enable a person of ordinary capacity to go far toward mastering a science. It would make an ignorant man a well-informed one in less than ten years."

- Anonymous

If you set aside an hour-a-day on a consistent basis to work on your goal, and you make sure that during that hour you remain 100% focused on carrying out the tasks that will lead to the achievement of your goal, you will reach your goal. Therefore, you can choose to call the hour that you're going to be setting aside to work on your life goals as your "Power Hour".

"It's easy to tell someone to get into 'The Zone'—that place where work and love are unified. Much harder to live it. But fight like hell to get there, regardless, every friggin' day, or else you'll never make it."

- Hugh MacLeod

A second way to think of your one-hour-a-day is to think of it as your "Sacred Dance Hour". In the book "Soulcraft: Crossing Into the Mysteries of Nature and Psyche", psychologist Bill Plotkin argues that there's a survival dance, and then there's a sacred dance. The survival dance has to come first, because it provides the means of supporting yourself physically and economically. For most people, this means getting a job that is not what they would like to be doing, but it pays the bills.

Your sacred dance is what you were born to do. It's the work that you would do even if you weren't getting paid to do it. It's work that you find meaningful, that allows you to enter the state of flow, and that makes you come alive. However, most people can't make the money that they need in order to survive from their sacred dance. Or, at least, they can't do it at first.

Therefore, what you need to do is to perform your survival dance, but set some time aside to perform your sacred dance, as well. Here are some examples:

- Maybe you wait tables while going on auditions;
- Or, you play at weddings, bar mitzvahs, and quinceañeras while putting together a fantastic demo tape;
- Or, you work at a portrait studio and then take a month off each year and go photograph wild life in Alaska:
- Or, you teach English at the local high school while writing your novel.
- Or, you work as a lawyer while perfecting your skills as a pastry chef on the side.

Gradually, you'll find effective ways to perform your sacred dance, and the world will support you in doing so. At that point, you will no longer need to perform your survival dance. A great way to use your one-hour-a-day is for your sacred dance; that is, use it as your "Sacred Dance" hour.

A third way to think of your one-hour-a-day is to think of it as your "Me" Hour. It's an hour that you're setting aside to do something that you want to do. You're doing it just for you, and just because you want to. Use your one-hour-a-day to do self-indulgent things such as the following:

- Read books on subjects that interest you, such as Greek tragedies, Shakespeare's plays, books on politics, biographies, science fiction, books about the environment, and so on.
- Learn to draw.

- Learn to knit or do wood carvings.
- Take a music appreciation course online.
- Take an hour in the morning to meditate, journal, do some yoga, and get some exercise in.

Think of it: an hour-a-day all to yourself to do something just because you enjoy it. How self-indulgent! But, you deserve it. In addition to thinking of your hour as your "Me Hour", you can also think of it as your "Happiness Hour"; an hour in which you choose to be happy and do whatever brings you joy.

Lastly, you can think of your one-hour-a-day as your Regret-Busting Hour. Make a list of all of your regrets. Then, turn those regrets into goals. Here's an example:

- **Regret:** "I didn't pay attention during High School French. I wish I had made the effort to learn French back then. If I had, today I'd be able to speak French."
- **Goal**: "I'm going to learn to speak French".

Here's a second example:

- Regret: "I never learned to play a musical instrument."
- Goal: "I'm going to learn to play the piano."

And here's a third example:

- **Regret:** "I wish I hadn't given up my interest in art."
- Goal: "I'm going to work on my art for an hour-a-day."

And a fourth:

- Regret: "I wish I had started investing years ago."
- **Goal:** "I'm going to learn everything I can about investing and I'm going to start investing my money wisely."

Then, use your one-hour-a-day to transform your regrets into achievements.

ELEVEN REASONS WHY THE ONE-HOUR-A-DAY FORMULA WORKS

John Updike—the American novelist, poet, short story writer, and literary critic—, when asked what advice he had for writers just starting out, had the following to say: "Reserve an hour a day". Here's Updike in his own words:

"To the young writers, I would merely say. 'Try to develop actual work habits, and even though you have a busy life, try to reserve an hour, say—or more—a day to write'. Some very good things have been written on an hour a day. Henry Green, one of my pets, was an industrialist actually. He was running a company, and he would come home and write for just an hour in an armchair, and wonderful books were created in this way. So, take it seriously, you know, set a quota."²

Updike's advice doesn't just apply to writers. It applies to everyone, regardless of the life goal that they're trying to achieve. Whatever goal or dream you have, make it a reality by reserving one-hour-a-day to work on your goal. Here are eleven reasons why the one-hour-a day formula works:

- **1.** An hour a day is enough time to start seeing results in a few weeks. A few years ago I gained some weight (more than I would like to admit), so I went to a nutritionist who prepared a diet plan for me. In addition, she indicated that I had to exercise for an hour a day, six days a weeks. I took her advice to heart and did the following:
 - I started going to the gym six days a week.
 - As soon as I walked into the gym I would hop on the treadmill and walk for an hour.

Within a month I could already see that I was losing weight and looking more fit, and that motivated me to keep going. I persisted—and it took me four months—but I lost all of the weight that I had gained. If you set aside one-hour-a-day to work on your goals, you'll start to see results within a few weeks, and those "wins" will inspire you to keep working on your goal.

2.An hour a day is small enough to fit into your schedule. Right now you may be thinking:

"I can't even squeeze fifteen minutes into my schedule".

However, once you're crystal clear on an important goal that you want to achieve, you'll find that setting aside an hour a day to achieve that goal is doable. Just as you find ways to save money when you want to buy something that's important to you, you can find ways to save sixty minutes a day so that you can achieve your goals. This eBook will show you how.

3. It gets you focused. When you have a one-hour chunk to work on something, it's enough time to hit your stride. You know that you won't have to stop after ten minutes to go work on something else, and that you won't be interrupted every five minutes. You have an entire hour. Even if you need a few minutes to warm up, once you get going, a one-hour block of time is

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enough to allow you to enter your productivity zone—that is, achieve a state of flow—and really get things done.

- **4. An hour a day allows you to ease into your goal.** Your goal might be to make a full-time living by starting your own business, becoming a full-time blogger, writing a best-selling novel, and so on. However, if you don't have a good amount of money set aside, it's very risky to quit your job and jump into these activities full-time. Nonetheless, by devoting an hour-a-day to your goal, you can ease into it. Then, you can quit your job once your hour-a-day has shown you that you can succeed at the activity that you want to take up, and that you can make enough money from that activity to cover all of your living expenses.
- **5.Since an hour-a-day is a small amount of time, you can lower your expectations.** If you're devoting three, four, or five hours a day to a project, there's a lot of pressure to do something epic. And the pressure to do something great is often paralyzing. When you set your standards too high it often happens that you can't get started because of the fear of failing. However, when you're setting aside just one hour a day to work on a given project, you can lower your expectations. After all, it's just one hour. Once you're no longer paralyzed by the fear of doing something epic, it's a lot easier to get started.
- **6. Setting a time limit can make you more creative.** A lot of people think that limitations are bad; these people tell themselves that if they only had more time and more money, they could finally get started on making their dreams come true. However, the reality is exactly the opposite: limits are a good thing. Limits make you more creative, and more productive.

When you tell your brain that it has all the time in the world to come up with a new idea, or with a way to solve a problem, or with a plot twist for your novel, your brain will take you at your word. That is, it will take all the time in the world. However, tell your brain that it has one hour to do the following:

- Come up with a table of contents for an eBook that you're writing.
- Create a marketing plan for your small business.
- Write a blog post.
- Brainstorm a solution to a problem that you're having.

What does your brain do? It goes into overdrive, and it delivers. An hour of focused attention will get you better results than an entire day of meandering.

- **7.You'll have low sunk costs, so you can quit if you want to**. Within 30 days of devoting an hour-a-day to learning a new skill you'll have enough information to decide whether it's something that you really want to continue working on, or if it's best to quit. If you do decide to quit, then at least you'll be moving one thing out of your "I wish I could do this list" and into your "tried it but didn't like it list". One-hour-a-day for 30 days is a small enough investment that it won't be too painful for you if you do decide to quit.
- **8.** It gets you started. The hardest part of any endeavor is starting. This applies to everything: getting fit, writing a book, taking up meditation, learning to paint, and so on. The first step always

offers the most resistance and takes the most effort. However, once you've taken the first step, taking the second step is a little bit easier. Then, each successive step gets easier until you're well on your way.

If you keep telling yourself, "Well, I'll get to work on this dream someday, when I have the time", this prevents you from ever getting started. However, if you tell yourself that you're going to start simply by devoting an hour-a-day to your goal, this allows you to take that vital first step. And, as Lao Tzu once said, "The journey of a thousand miles begins with one step."

- **9.** It forces you to chunk it down. The only way to achieve a large goal is to break it down into smaller pieces. When you know that you're going to be working on a goal for one-hour-a-day it forces you to break large goals—such as write a novel, make \$10,000 a month in passive income, or learn to play the guitar—into small, manageable pieces which you can then tackle one-by-one.
- **10.You can create momentum**. Sir Isaac Newton once said that an object in motion will remain in motion. When it comes to achieving an important life goal, your goal will stay in motion as long as you do something to push it forward a little bit each day. Once you've taken the first step toward the achievement of your goal, keep your goal in motion by working on it for one-hour-aday.
- **11.An hour-a-day has a cumulative effect**. One way to think of your one-hour-a-day is as follows: one-hour-a-day comes to 365 hours a year. That's nine 40-hour work weeks. That is, by setting aside an hour a day to work on your goal, in one year you'll have devoted nine weeks —or two months—to your goal. Not bad!

Get "The One-Hour-A-Day Formula" and start making your dreams come true in just one-hour-a-day.

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