

**LEADERSHIP MODULE**

# **Expand or Contract Your Time**

**Use the 5M's to be More Effective and  
Efficient at Work**



# Expand or Contract Your Time

As leaders, we have experienced days where we just crushed it. We got the important tasks done on our to-do list. We made the important phone calls. While there are other days, we aimlessly look at emails and social media. Busy but not effective. The following mindset shift and 5M's tool will help you be more effective and efficient at work and at home.

In his book *Fanatical Prospecting*, Jeb Blount talks about how we will expand or contract our work based on the time allowed. We all have seen this play out in our own lives.

Parkinson's law says that work expands to fill the time allotted for it. We are all guilty of letting our work expand to fill too much of our time. We are tired or unmotivated and we let an easy two-hour task take all afternoon. We get distracted and look at social media, constantly check emails, and have random conversations at the water cooler. When we come to and decide it is time to start working again, most of us decide we better go to the bathroom and get some more coffee before we dive back into work. Yes, we may be at work, but we are not working very effectively or efficiently.

On the other hand, Mark Horstman's corollary to Parkinson's law is that we contract our work to the reduced time allowed. We see this during the week leading up to a vacation. It is amazing how much work we get done right before we are going to be out of the office for a few days. The phone call we dreaded making, we made. We finish the document so somebody can review it while we are gone. We send emails before vacation so, hopefully, we get responses on our return. We can crank out some serious work right before a vacation!

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In light of the above concept, use the 5M's to make your calendar more effective and efficient. I encourage you to not just 'read over' these, but do a time audit and implement these ideas.

**Move out** - What is in your calendar that you no longer need to do? Are there meetings you no longer need to attend? What worked last year, yet is no longer needed this year?

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**Move in** - What needs to be added to your calendar? New meetings with others? Or add 'think time' to strategize next quarter?

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**Maximize** - What are you currently doing, but need to do more of it? Business Development? Writing? On a personal level, more dates with your wife? Kids? Friends?

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**Minimize** - What needs to be reduced? Consider reducing the duration and frequency of each meeting. On a personal level, is it less TV? Less social media? Less news?

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**Maintain** - You are doing some great things that are helping to deliver your results. Keep doing them! There is power in calling them out. What are they?

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[www.rise-community.com](http://www.rise-community.com)

# READY TO WIN AT WORK AND HOME?

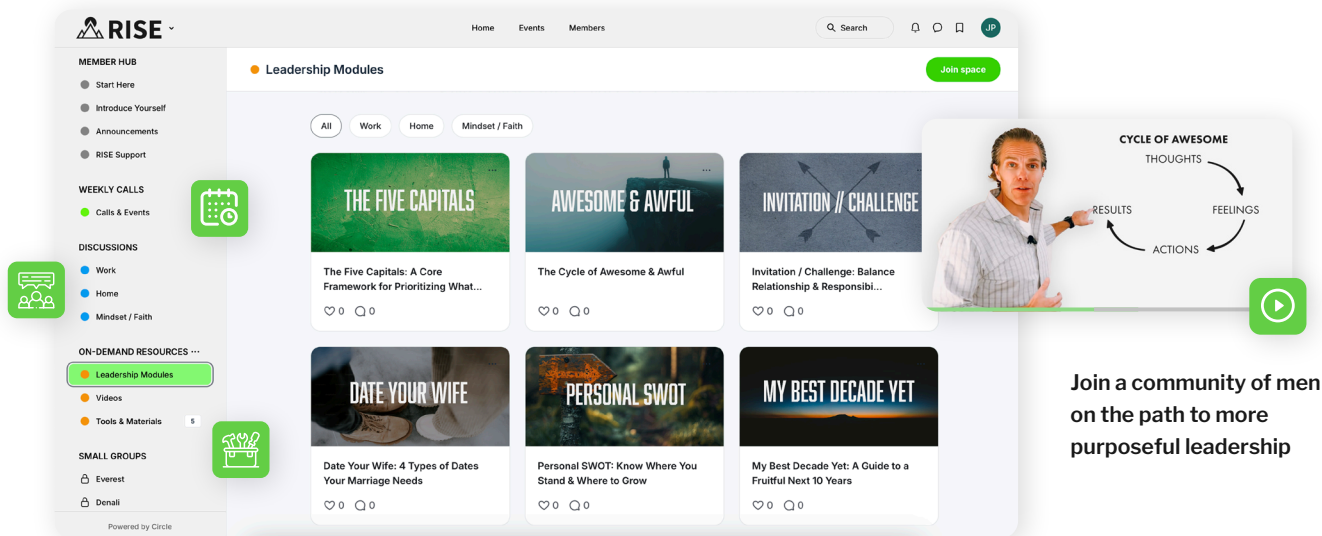
You've just experienced one of the frameworks we use to help men win at work and home, and there's so much more available when you join RISE.

## AS A RISE MEMBER, YOU GET:

- Weekly Group Coaching Sessions
- Community Connections & Discussions
- Outside Perspective & Accountability
- Advice & Wisdom to Overcome Challenges
- Content, Tools & Resources
- Monthly Speakers
- Members-Only Event Invites

## RESULTS YOU CAN EXPECT:

- Better Marriage
- Better Relationship with Your Kids
- Better Leader at Work & Home
- Expanded Network of Valuable Connections
- More Vibrant Spiritual Life
- More Clarity on Priorities
- More Purpose & Fulfillment



The screenshot displays the RISE website's 'Leadership Modules' section. The interface includes a navigation menu on the left with categories like 'MEMBER HUB', 'WEEKLY CALLS', 'DISCUSSIONS', and 'ON-DEMAND RESOURCES'. The main content area features several module cards, each with a title, a brief description, and a play button icon. The modules include:

- THE FIVE CAPITALS**: The Five Capitals: A Core Framework for Prioritizing What...
- AWESOME & AWFUL**: The Cycle of Awesome & Awful
- INVITATION // CHALLENGE**: Invitation / Challenge: Balance Relationship & Responsibi...
- DATE YOUR WIFE**: Date Your Wife: 4 Types of Dates Your Marriage Needs
- PERSONAL SWOT**: Personal SWOT: Know Where You Stand & Where to Grow
- MY BEST DECADE YET**: My Best Decade Yet: A Guide to a Fruitful Next 10 Years

Overlaid on the right side of the screenshot is a diagram titled 'CYCLE OF AWESOME' showing a circular flow between THOUGHTS, FEELINGS, ACTIONS, and RESULTS. A woman is shown pointing to this diagram. Below the diagram is a green play button icon.

Join a community of men on the path to more purposeful leadership

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