



Bonus #3

HOW TO CUT THE TIME IT TAKES YOU TO DO THINGS IN HALF, EFFORTLESSLY

WHY IT TAKES MORE TIME TO DO THINGS THAN YOU
THINK IT SHOULD – AND HOW TO CHANGE THAT

by

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Wasting Time

Most of us are on auto-pilot.

We have lots of unconscious habit patterns.

Some work very well for us, like walking, breathing, talking, and seeing.

Others don't.

Sometimes, when our unconscious habit patterns aren't working for us, they result in *signs of conflict*. When they do, we have the conscious choice of using various **Cybernetic Transposition** techniques to resolve those habits into ones that work for us.

Other times, the *signs of conflict* are so familiar that we take them for granted.

One of the most familiar of those types of situations is **unconsciously wasting time**.

One of the signs that this is happening is when things take longer to do than what we'd originally estimated.

A very useful managerial techniques I discovered revolves around the fact that people have very consistent unconscious patterns of wasting time.

I found that when I compared how long it took someone to do something with what they had originally expected, I got a very consistent result. I used a simple measure. I simply divided the actual hours that they took by the hours originally estimated.

For almost every person that has ever worked for me (many thousands), each that I tracked had a consistent "wasted time correction factor" (my name for this).

I'd like to say this was my discovery but, in fact, it was pointed out to my by a programmer named Teddy Underhill while she was helping write part of my Arintel program.

I noted that Teddy essentially always completed things in the estimated time, a VERY unusual thing in programming.

So I asked her how she did it. After going through a long and complex estimating process, she multiplied the result by 1.35.

That puzzled me so I asked about it.

“Oh, that’s to compensate for what I forget to take into account,” she said.

That made so much sense that I started to apply what she had taught me.

It seems that almost everyone consistently and unconsciously does lots of things that block them from being as efficient as they intuitively know they can be. In Teddy’s case, she called these “the things I forget to take into account.”

What do you call them?

Your question might now be, “How do I become as efficient as I can reasonably be?”

The answer is surprisingly straightforward: “You use the **Cybernetic Transposition** techniques to guide your unconscious in eliminating the unconscious habits that produce no results while wasting time and in replacing those that waste time while producing results with ones that produce the same results without wasting time.”

That’s pretty simple and obvious to you – at least now, isn’t it?

Some Examples of Unconsciously Wasting Time

I’m going to describe four patterns of unconsciously wasting time. Some may be familiar to you.

If they are, IMMEDIATELY write down the memories that my descriptions trigger. Those memories are valuable. I will show you how to use them later in this report.

DO IT NOW before they slip away.

OK, the patterns are:

- **Not getting the point that your unconscious is trying to communicate to your conscious mind.** A good example is the story of Archimedes that you’ll find in the *Bonus Report* on small business.

Archimedes worried, thought, stewed and fumed about how to solve a problem his king had given him. Finally, after wasting enormous amounts of time and effort,

his unconscious mind put him into a bathtub and focused him on watching the water rise as he got in.

That triggered the instant “aha” awareness of what is now called the Archimedes Principle.

Think of how much time Archimedes would have saved if he’d known the Cybernetic Transposition Super Achievement Clearing Process. His unconscious could have given him the message directly.

Think of how much time you will save by using the *Super Achievement Clearing Process* or the *Zapper* process of *Instant Understanding of Intuitive Feelings*.

- **Ignoring inner conflict.** That is, ignoring *blocker feelings* and *signs of conflict*.

As I’ll discuss more fully below, I made a mistake in choosing an editor for this book rather than a collaborator. I should have known but, as the t-shirt says, “I’m not finished. I’m still learning.”

I had clear blocker feelings of queasiness and lack of confidence in the editor but I ignored them because “I didn’t have enough time.” Ha! That not only wasted a good deal of time but cost me a lot of money.

If I’d used the Zapper process of Instant Understanding of Intuitive Feelings, I would have done sooner what I did later – created a Basic Achievement objective to find a collaborator who’d resonate with what I am communicating to you and who’d have a remarkable ability to say things in an interesting way. (I found that person in Joe Vitale.)

- **Creating ineffective Targets** is something that most people do most of the time. If, in the normal fashion, you finally get across to your unconscious what you consciously want – it will usually sift through its repertoire of habit patterns, pick the one that it thinks best fits what you’re trying to do and give it to you.

Unfortunately, what you get is seldom exactly what you want. So you then waste a lot of time and effort trying to refine things – or you simply give up.

If you give up, you’ve wasted all or most of the time you put into the whole thing because you didn’t get what you wanted.

If you struggle enough that your unconscious gives you the refinement that you want, you've wasted the struggle time plus the time expended in getting the parts of the original result that you didn't want.

See how that works? Insidious, isn't it?

Well, the good news is that, to the extent you use them, the *Cybernetic Transposition* techniques will eliminate this problem by giving your unconscious a clear Target.

- **Veering off when you're nearly there** is something that we can see much more easily in others than in ourselves. Of course, others can see the pattern more easily in us than we can.

A good example of veering off is a woman I trained in Sweden named Karen. She had a problem of getting into "bad" romantic relationships, ones where her partners emotionally abused her.

When she learned the Cybernetic Transposition techniques, the first objective she set was to find and form a relationship with a strong, smart, loving partner who respected her and treated her tenderly. She found him, Anders, in three weeks and subsequently married him. They are very happy together.

However, the point of the story is that the person she found was one of her colleagues whom she'd seen every working day for several years. She'd thought about going out with him but, whenever she did, a blocker arose that made her feel, "He's not my kind of man." Then she'd go looking for the habitual guy who'd subsequently do things that left her feeling terrible.

One part of her unconscious tried to pull her toward Anders but the other habitual "I'm not worthy of him" pattern always made her veer off on the way toward what would have been success.

It took the Super Achievement Base Reframing process to resolve this.

How much time did Karen waste? Probably years. That's a lot of time wasted, isn't it?

If you're in a relationship, your partner can probably see your patterns quite clearly. That makes your partner a valuable resource in this process. Let them read this part of the report and ask them to help you identify your veering off patterns.

When they describe those patterns to you, DON'T ARGUE. Just write them down, record any *signs of conflict* that come up and the associated *body feelings*, thank your partner and ask for other veering off patterns that they see in you.

Then use the relevant **Cybernetic Transposition** processes to resolve any *blockers* or *signs of conflict* that arose in you when they described what they saw as your veering off patterns. Those may well be some of your wasting time unconscious habit patterns rearing their heads.

Whenever you veer off before reaching a successful conclusion, all or most of the time you spent along the way is wasted.

What a shame! Of course, you now know how to avoid that.

How to Save Lots of Time

To save lots of time doing something that you frequently do, like your work, set a *Super Achievement* objective focused on saving time in that situation.

However, to be really successful, you must be extra careful about a number of things:

- **You must very specifically quantify and otherwise describe the time saving results that you want.**

By now, you know that "I want to save a lot of time at my work" isn't an objective that will produce the results you want.

For the purpose of saving time, "I will complete all of my work in no more than 8 hours each day" may get you there but usually isn't sufficient.

You need an objective with more detailed time saving specifications such as, "I will complete all of my work as an engineering manager at XYZ company in an average of 8 hours each day and never more than 9 hours in any given day and will spend no more than 15 minutes each day before and after I start and finish doing effective work for the day."

- **You must very specifically quantify and otherwise describe the boundary conditions such as the quality of the result, your health and energy level and the feedback that you would like to receive from others.**

For example, expanding on the objective above, an effectively stated objective would be, “I will complete all of my work as an engineering manager at XYZ company in an average of 8 hours each day and never more than 9 hours in any given day and will spend no more than 15 minutes each day before and after I start and finish doing effective work for the day. The average quality of my work will be at least as good as the best 25 percent of the work I produced in the last six months as indicated by the evaluations of my manager in the form of his rating of at least 8 on a scale of 10 where 10 is my best work ever. I will do this in ways that leave my health at least at its present level – an 8 on a scale where 10 is perfect health – and my energy level at the end of the day will average at least 8 on a scale where 10 is my maximum perceived energy level. Please make this happen in ways that are for my highest good and the highest good of all concerned.”

- **You must do a very good job in choosing the memories that you turn into Metastories to describe the *key elements* of your objective and in ensuring that your Metastories are a *true 10* in comparison with your *true 10* reference point.**

You won't often get a 10 result with an 8 Metastory.

- **You must give high quality feedback to your unconscious as you proceed toward accomplishment of your objective. In practice, this means keeping daily records of measures of what you have specified such as quality of results produced and time expended and of the various intuitive boundary conditions.**

With the objective formulated above, you must keep track of how many hours per day you spend doing your job AND how many you spend between the time you arrive at your work and when you leave, you must explain to your manager the rating of quality of your work that you want him or her to give you and you must solicit that feedback, and you must evaluate your health and energy – and you must do all of these things and record the results on a daily basis.

Only in this way can you precisely tell your unconscious how you are doing in achieving your objective when you practice.

- **You must pay very close attention to your body feelings so that you identify both the obvious and subtle blockers that arise as your objective makes apparent the conflicts between what your Target dictates and various unconscious habit patterns – the “wasting time” habit patterns, typically.**

For example, while writing this I got an avoidance feeling. It was very subtle and I could have pushed past it but I paid attention and asked the subpersonality creating it what it was trying to tell me, using the Zapper process of Instant Understanding of Intuitive Feelings.

I got two answers. The first was to look through some notes I'd created a month ago when thinking about writing this report and the second was to schedule a new time for my daily meditation since yesterday I'd said to myself that I'd do it at 2 PM and it was then 2PM.

So I first searched out the notes I hadn't looked at for 4 weeks and found a lot of useful information that will save me lots of time and effort. Then I agreed with my subpersonality to do my meditation at 8 PM and asked it to remind me then.

At that, the signs of conflict disappeared.

I'd estimate that, as a result of the 30 seconds I spent talking with my subpersonality, I'll save about 45 minutes and produce a much better result for you.

Not bad!

In similar fashion, it's important for you to pay attention to both *signs of conflict* and *blocker feelings* and to resolve them using the **Cybernetic Transposition** techniques.

This will definitely make the difference between full success and less than success in this particular application, more so than in many others because we have so many unproductive unconscious habits that we learned throughout our life and never before knew how to resolve into productive ones.

So be extra alert.

Remember:

Whenever you are experiencing anything other than inner joy, loving, harmony, high energy and a sense of fulfillment of your potential, you are encountering a blocker!

- **You must go looking for blockers by identifying past situations where you obviously wasted time – and then resolve those blockers.**

For example, I just thought about ways that I had wasted time in writing this book.

*Immediately, I remembered the editor that I hired who'd cost me a significant amount of time and money and failed to deliver what I wanted. Only after firing her did I realize that I'd really wanted a collaborator and set a **Cybernetic Transposition Basic Achievement** objective to find one.*

The next day, I was telling my friend and eBook coach, David Garfinkel, that I needed to find a true collaborator, someone who really understood what I was trying to communicate and had the skill to transform my writing into a more accessible form.

*About an hour later, David sent me an email suggesting I contact Joe Vitale. Joe and I immediately hit it off and when I read his book, *Spiritual Marketing*, I knew that I'd found the right collaborator.*

Joe did the job with little effort on my part, saving me enormous amounts of time as compared with what I'd gone through with the editor. And when I read the final result, I made only minimal changes – and those with a big smile on my face.

So – I just told a story about wasting time and one about saving time. For the purpose of this process, I will focus on the wasting time example.

Specifically, I will focus on the queasy feelings I had when I accepted the editor and when I received her first efforts and do a Base Reframing on them.

Finding “Wasting Time” Blockers

I have previously identified four patterns of “wasting time” blockers at work and asked you to list any examples of your own that came to mind when you read my descriptions.

I've presented those patterns again, below, so that you can make that list now if you haven't already done so.

The patterns include:

- Not getting the point that your unconscious is trying to communicate to your conscious mind.

- Ignoring inner conflict.
- Creating ineffective Targets.
- Veering Off When You're Nearly There.

If you haven't already created your list, go back to the previous section, reread the description of each of these patterns and list any memories that come to mind.

Here's another way of looking at those patterns of wasting time that I hope will assist you in identifying blockers. This is a list of things that might have occurred that involved wasting time. They include:

- You got what you didn't want.
- You started something, spent time and then quit.
- You spent time on something and never used it.
- You wasted time and effort on conflict with others.
- You became "unable" to use your time productively because of inner conflicts.

I'll briefly discuss each of these. Your job is to become aware of any memories of having done what I'm describing – and to record those memories on the list of "wasting time" memories that you should already have started.

- **You got what you didn't want.** The best example I can think of is some college graduates. They emerge from graduation with a "what do I do now" kind of "deer in the headlights" expression.

They went to college simply because it was the next level of something they'd been doing most of their life – going to school. They didn't have an objective. So they had a let down feeling after graduation that they'd wasted a lot of time and money – whether or not they later found out that was not the case.

There's an old saying, "If you don't know where you're going, any road will take you there."

If you don't set a clear objective as a Target, chances are a lot of the time and effort you subsequently expend will be wasted.

- **You started something, spent time and then quit.** I'll bet we've all seen someone who did that, perhaps ourselves. They started out with a great burst of energy and bogged down part way through.

If you don't produce the result that you set out to produce, the time's probably pretty much wasted. (Of course, in a metaphysical sense, we always learn something of value in the doing but...)

- **You spent time on something and never used it.** We're back to college example. Of all of the courses that I have taken and all of the seminars I've attended, I think I use about 20 percent – and that's a high number based on what others have told me.

"If I'd known then what I know now..." usually leads to a description of this kind of experience.

- **You wasted time and effort on conflict with others.** Do I need to say much about this? Maybe so.

Conflict is a waste of energy. Period. Full stop.

We've talked a lot about inner conflict. Now let's talk a little about conflict with others.

Point One: Outer conflict is always a reflection of inner conflict.

Point Two: You know how to resolve your inner conflict.

Point Three: You therefore know how to avoid wasting time in outer conflict.

With certain physical limitations, no one can make you do anything. They can induce, seduce, and con you into doing things but it's always your choice whether or not to do them.

When you say, "They made me angry," you're deceiving yourself. What really happened was that they did or said something that triggered an unconscious habit pattern within you, a reactivity, that you experienced as anger. Unconsciously, you had a choice of whether or not to respond with that reactive anger pattern. Consciously, you probably didn't.

But now you know the *Base Reframing* process and that gives you conscious choice. When you reframe that habitual unconscious response into something more productive for you, you won't again respond to whatever that person did with the same anger. You'll respond in the way that you chose when you did the *Base Reframing*.

Of course, in some situation you have what I call "nested blockers" meaning multiple different self-defeating unconscious habit patterns that are triggered by a single situation.

In that case, you'll have to unravel the nest one blocker at a time.

And when you do, you'll save the time that would previously have been wasted in conflict.

- **You became "unable" to use your time productively because of inner conflicts.** I'm talking about when you feel too tired, upset, confused, lethargic or unwilling to do what you intend to do. All of those feelings and many other similar ones are *blocker feelings*.

If you make yourself helpless to those feelings rather than resolving the underlying blockers, you are wasting time.

Instead, use the *Cybernetic Transposition* techniques to resolve the underlying blockers into ones that make you energetic and more efficient.

What To Do When You Identify Memories of These "Wasting Time" Patterns in Action

If you followed my instructions, you now have a list of memories of these "wasting time" patterns in action. Here's how to use it.

1. Start at the top of the list. Recall the memory. Really get into it. When you do so, your unconscious will reproduce the *body feelings* that were present when what you are remembering actually occurred.
2. Then scan your body and record the *body feelings* on your paper, next to the description of the memory.

3. Do that for all of the memories on your list. It shouldn't take too long. Most people can do it in under a minute per memory.
4. Then read through the list of *body feelings* that you have generated. You'll notice various patterns of body feelings. Many of the sets of body feelings occur over and over again.
5. Now, take a new piece of paper and make a list of the various recurring patterns of body feelings and under each description list the associated memories.

For example, you might find sets like:

- *Tension across the shoulders, head and neck pulled into shoulders*
- *Pressure in from the front of the abdomen, feeling of expansion in the front of the chest, downturned mouth*
- *Lots of tension and feeling of a potential energy explosion in my arms, rigidity in upper body, tension around jaw, tension in back of neck*

Then you would list under each set of body feelings the memories where you had found that set. For example, you might get lists like:

- *Tension across the shoulders, head and neck pulled into shoulders*
 - *Fight with George over specifications*
 - *Argument with Cheryl about which movie to see*
 - *Unable to work because of frustration with customer*
6. Next, focus on the memories associated with the first set of *body feelings*. Pick the associated memory in which you experienced the strongest example of these *body feelings*. Then do a *Base Reframing* on those body feelings. When you have completed the reframing of all of the earlier memories, reframe the memory you started with and then each of the other memories listed under that same set of body feelings on your paper.
 7. Finally, merge all of the reframes that you did during this process and anchor it as you normally do in the *Base Reframing*.
 8. Repeat this with each of the other sets of *body feelings*.

You should very soon experience a sharp rise in the efficiency of your use of time.

Summary

There are three specific things you should do if you want to experience a **dramatic** increase in your efficient use of time – if you want to save a lot of time.

1. Set an appropriate *Super Achievement Three-Step* objective, paying attention to the following criteria:
 - You must very specifically quantify and otherwise describe the time saving results that you want.
 - You must very specifically quantify and otherwise describe the boundary conditions that you want such as the quality of the result, your health and energy level and the feedback that you would like to receive from others.
 - You must do a very good job in choosing the memories that you turn into Metastories to describe the *key elements* of your objective and in ensuring that your Metastories are a *true 10* in comparison with your *true 10* reference point.
2. You must practice very effectively.
 - You must give high quality feedback to your unconscious as you proceed toward accomplishment of your objective. In effect, this means keeping daily records of measures of results that you have specified such as quality of results produced and time expended and of the various intuitive boundary conditions.
3. You must actively seek out associated blockers by reviewing your history as well as maintaining vigilance for blockers that arise after you have set your objective and then you must resolve all of the blockers you have identified.
 - You must go looking for blockers by identifying past situations where you obviously wasted time – and then resolve those blockers.
 - You must pay very close attention to your body feelings on an ongoing basis so that you identify both the obvious and subtle blockers that arise as your objective makes apparent the conflicts between what your Target dictates and various unconscious habit patterns – the “wasting time” habit patterns, typically.

If you do these things, you have a nearly 100 percent chance of achieving a 50 percent or greater time saving in the area of your life that you specified – assuming that's what you ask for.

That's not bad!

Now you can begin thinking of what you'll do with all this extra time on your hands!