



THE DAVINCI DILEMMA  
SOLUTIONS FOR MULTI-TALENTED PEOPLE

The [DaVinci Dilemma \(TM\)](#) Presents~~

## HOW TO ACCOMPLISH ANYTHING IN AN HOUR A DAY:

### *The Magic Hour Method*

By Liisa Kyle, Ph.D.

Published by Virtuoso Press

Copyright 2012 Liisa Kyle, Ph.D.

\* \* \*

*License Notes, Kindle Edition*

This ebook is licensed solely for your personal enjoyment and private self-reflection. This material is not intended as psychological counseling or as a professional coaching relationship with Liisa Kyle, Ph.D. If you require clinical help, please contact a qualified professional immediately. If you don't know where to start, try here: <http://www.findapsychologist.org>

# WELCOME!

## And a few questions....

Are you overwhelmed by everything on your plate? Does everything seem insurmountable?

Do you have many half-done projects sitting around? Do you beat yourself up about it?

If this sounds familiar, rest assured: In this little book is a technique proven to help you accomplish what is important to you: The *Magic Hour* Method.

As a Ph.D. specializing in creativity, a [coach](#), author, teacher and facilitator, I help smart, creative people effectively direct their talents. The *Magic Hour* Method is a tool that's particularly useful for folks we call '[DaVincis](#)' -- smart, creative people juggling multiple talents, numerous projects and too many ideas.

If this sounds like you, please check out <http://www.DaVinciDilemma.com> for a wealth of expert advice and a community of like-minded people. More about that at the end of this book.

But first, get ready to **accomplish ANYTHING in an hour a day**.

\* \* \*

## THE MAGIC HOUR METHOD

Is it a challenge for you to **get things done**? What if I told you that you can accomplish pretty much anything in **an hour a day**?

I learned this by accident when I inadvertently drafted my first novel that way. There was a lot going on -- Thanksgiving, my birthday, out of town company, an extended road trip. Didn't matter. Writing one hour a day for thirty days, I completed the draft, to my astonishment and delight.

Now, let me give credit where credit is due. It never would have occurred to me to attempt to draft a novel in a month. But my friend Rebecca alerted me that November is 'National Novel Writing Month'. Each year at <http://www.nanowrimo.org> (a non-profit website) you can commit to write a novel between November 1<sup>st</sup> and 30<sup>th</sup> -- just for fun. Basically, this is a wonderful excuse to draft a novel without getting all caught up in being 'precious' or 'perfect' -- you just get the thing down on paper.

"I've always wanted to write a novel. What a great opportunity," I thought and signed up on the spot. Never mind that I'd never written a novel before. That was no excuse. The best way to learn how to write something is to write it.

Given everything that was going during that particular November, however, I wondered if I had set myself up for failure. How could I draft a novel AND manage my normal workload AND keep my volunteer commitments AND manage my household AND host overnight company for a week AND go on an extended road trip AND manage Thanksgiving and birthday activities? Nevertheless I resolved to try.

As part of my efforts to stay on track, I recorded the amount of time I spent on the novel-drafting task, as well as my daily word count. What emerged was a clear pattern: by spending at least an hour a day on the task at hand, I got it done.

“Hmmm,” I mused. “If I can draft a novel in an hour a day, what else could I accomplish using the same premise?”

A lot, it turns out. Using the ‘hour a day’ technique, I’ve launched a website, written two books, honed my dance skills, automated my jewelry production, become more fit, upped my weekly reading quota, deepened my spiritual practices, fostered my dogs’ obedience skills, decluttered my entire house, organized my photos and crossed dozens of random items off my ‘To Do Someday’ list.

**My [coaching clients](#) have accomplished even more using this technique.**

I’d wager that YOU can accomplish ANYTHING in an hour a day: yes, you can find that agent. Yes, you can launch that product line. Yes, you can compose that rock opera. What’s your biggest Dream? You can probably accomplish it in an hour a day.

How is that possible? Well, for one thing, ‘An Hour a Day’ means you’re actually spending time on your dream project. If you can consistently spend at least sixty daily minutes on the task, you will make slow and steady progress towards your goal, whatever it is.

Second, it’s only an hour a day. If the project is important enough to you, you will find at least an hour a day to spend on it. (If you need help with this, we’ll discuss How To Find an Hour a Day in the next section).

There’s something freeing and soothing about knowing you only have to devote sixty minutes to the task. An hour a day? I can do that. I waste MUCH more than time that each day doing things that don’t really matter -- watching TV or surfing the ‘net or [insert your own biggest time waster here]. Surely I can commit to replacing sixty of those minutes with something that’s actually important to me.

“An Hour a Day” also helps you focus. “Yikes! I only have an hour to do this thing I really want to do!” Poof! go typical distractions, excuses and [procrastination](#).

Hey, it’s only An Hour a Day. Why not give it a try and see if it works for you?

*Activity:* Try the ‘Hour a Day’ technique for yourself. Here’s how:

### **1. Select a project.**

Pick something. Anything. What would you truly, madly, deeply love to accomplish?

## **2. Begin today.**

Yes, really. What's the first thing you need to do to accomplish this task? Just start doing it.

Work at least an hour on it. By this I mean quality, focused work. NO interruptions. No distractions. No shifting gears to other activities.

If it helps, set a timer to 30 minute increments to keep you on task and focused -- get as much as you can get done before the buzzer goes. Then reset the timer and repeat.

## **3. Keep track.**

When you complete today's session, pull out your fave calendar (paper or electronic). On today's date, place a symbol -- a star, a checkmark or some other sign -- to indicate that you put in at least one hour of quality, focused work.

(You can spend more time if you wish -- just be sure to keep track of every day that you complete at least an hour on your chosen project).

## **4. Reward yourself.**

It's intrinsically satisfying to make progress on a priority project...and yet I've found with my clients that a little extra reward helps establish the habit.

The idea is that, after you complete (at least) an hour on your project, do something pleasant, healthy -- and brief. Even five minutes outside can be a little boost. How could you give yourself a little pat on the back? Make a list of suitable treats you'd like: for example, a phone call with a friend; a little pleasure reading; a walk; meditation; a cuddle with your pet; a nap; etc.

**5.** Tomorrow, **repeat** steps 2 -- 4.

## **6. Keep going:**

*Option A:* Repeat each day, 7 days/week, keeping an unbroken chain as long as you can. Jerry Seinfeld writes a joke a day, no exceptions. He marks his calendar with a big 'X' after he completes his daily task, with the intention of never breaking the chain of X's.

*Option B:* Select a day off/week.

*Option C:* Select two days off/week.

You know what's reasonable and doable, given your unique life. Do what makes sense for you.

## **7. Move onto the next priority project.**

When you complete this project, repeat step #1. Select your next priority and apply your "Hour a Day" technique.

**But Liisa, you may say. This is all sounds great but I don't HAVE an hour a day available.**

**Alright, then, let's find it...**

## **HOW TO FIND AN EXTRA HOUR A DAY**

You're a multi-talented person. You can weld, belly-dance and author computer code. Or at least you *could* do all those things, if only there were more hours in the day and days in the week. How the heck did it get to be Thursday already? Never mind that, it's July for heaven's sake! Life is screeching by faster and faster...and less and less is getting done.

A fundamental first step to being a happier DaVinci is to **find time** to actually do what you love. Consider these proven time management techniques to **analyze your time use** and devise how to **spend your time more productively**.

Now, if you're someone who can quickly and honestly identify "on what am I spending far too many hours?" and "on what am I spending far too little time?"...and then instantly swap those activities, please do. Instead of reading this section, simply ask yourself these two questions, resolve to change and proceed accordingly. (Why are you still reading? You know what to do -- get on with your life).

If, however, you need to approach this more methodically -- if you're not really sure where your day is going or what the costs of that really are -- let alone how to change how you're operating -- here's a step by step guide to improve your time management: analyze your time use, find more hours in the day and spend them doing things you love.

### **1. Monitor your current time use for at least one week.**

Effective time management begins with data collection. This week, keep track of how you're spending every 15 minutes of your day. You can make a chart, jot down a list, or record things on your electronic organizer or laptop – whatever is easiest and most natural for you.

Every 15 minutes? Yup. It's worth it. If you can do this reasonably consistently for just one week, you will gain insights that will improve your life significantly.

You don't need to stop what you're doing every 15 minutes to record your activities -- you can check in a couple of times a day and fill in what you've done during the intervening periods.

Avoid stressing out or beating yourself up if you're not keeping [perfect](#) track of your day – just do the best you can reasonably do.

### **2. Examine your time use.**

After you've collected at least a week's worth of data, tally up how you've been spending your time. This will be highly individualized, depending on what you do and what's important to you.

(a) Compile a list of general activities relevant to your life – things like “work”, “play”, “sleep”, “family time”, “social time”, “leisure”, “health/fitness”, “domestic chores”, “meals”, “hygiene”, “creative expression”, “spiritual practices”, “community service/volunteer work”, etc. Now add up the hours you spent this week participating in each relevant category.

If something falls in several categories – do what makes sense to you. For example, if “walking the dog” is both “health/fitness” and “family time” in your estimation, you can count it in both categories. If walking Fido strikes you more as “domestic chores”, count it in that category.

If you’re a visual or mathematical person, you might want to make a chart or graph to depict your time use. Then you can really see the relative amounts of time you’re spending doing what.

### **3. Analyze your overall pattern of time use.**

Any surprises? What’s working well? What’s not? What adjustments need to be made? How can you improve your time management?

### **4. Dig deeper, as needed.**

Within each category, you have the option of looking at how many hours you’re spending doing what. For example, dissect your “health/fitness” time use to count how many minutes you spent stretching, doing strength training, running on the beach, taking yoga classes, driving to the gym or walking the dogs.

You don’t need to do this for every category but it’s often helpful to dig deeper if you discover you’re spending a heckuva lot more time in a particular activity than you realized. If, to your surprise, you’ve found that “domestic chores” is eating up nineteen hours a week, you may wish to look at exactly what that entails.

### **5. Examine your talent use.**

Because we at [DaVinciDilemma.com](http://DaVinciDilemma.com) are committed to helping you flex your many talents, we encourage you to do an additional dissection of your week's data. This time, list your talents (e.g. welding, belly-dancing, computer programming) and add up the hours you spent using each of them. Again, there may be some overlap in instances that use several talents at the same time (e.g. singing, songwriting and playing music often occur simultaneously).

Again, feel free to depict your data visually in a chart or graph.

Make note of any talents that didn’t get used at all during your data-collection week.

### **6. Look at your overall pattern of talent use.**

What’s working well? What’s not? What adjustments need to be made?

### **7. Dig deeper**

If you particular creative projects or practices are important to you, go back through your week's data and tally up how many hours you’re actually spending on each.

### **8. Ask yourself: how do you REALLY want to be spending your time?**

What's most important to you? What specific talents do you want to use more? For what particular creative projects or practices do you want more hours?

**9. Problem-solve. Look for ways to free up time for your talents as well as for your creative projects and practices.**

*What of your current activities could be eliminated?* What are you doing that you simply do not need to do?

*Which activities could be delegated to someone else?* For example, could some of your domestic chores be assigned to other household members -- or could you pay someone to do them?

*Which activities could be reduced?* Could you watch less television, for example, or spend fewer hours surfing the 'net?

*What activities could be streamlined?* If you're checking your email fourteen times a day, you're not being very efficient. Could you restrict yourself to checking your inbox two (set) times a day?

*Which activities could be combined?* For example, could you combine family activities with fitness activities like hiking or biking?

Aim to find at least an hour a day for your talents and for your creative pursuits.

**10. Do a reality check.**

Sure you could vow to never watch TV again...but is that realistic for you? If so, then dump the boob tube and replace TV time with Talent Time. If not, then aim to reduce your TV watching by, say, an hour a day, and then spend those sixty precious minutes flexing your talents.

**11. Monitor your progress** over the next while.

Once you have your improved time management plan in place, keep track of how much time you spend using your talents. Aim for consistent, steady progress towards your preferred schedule.

You'll find that every hour you reclaim for your talents and creative pursuits are extremely rewarding. You'll feel happier, more productive, more fulfilled and more effective.

**12. Schedule a time one year from now, to review your time use.**

What's working well? What's not? What adjustments are needed?

\*\*\*\*\*

*Activity:* This week, monitor your time use (as described in step #1). Schedule one hour, seven days from now, to analyze your data (as described in steps # 2 - 10 above).

## WANT MORE?

Like what you've read?

If you'd like to learn more tools and techniques to get things done, I've written an ebook on precisely that topic:

[GOAL SETTING AND PLANNING FOR MULTI-TALENTED PEOPLE: HOW TO FIGURE OUT WHAT YOU REALLY WANT -- AND HOW TO ACTUALLY GET IT](#)

This self-help guide is packed with proven techniques to prioritize effectively, to set achievable goals and to get things done. Discover how to make strategic plans and implement them. Learn how to get started, how to stay on track, and how to finish. Learn what to do when you get thrown off track. Overcome challenges such as procrastination, perfectionism, indecision and being overwhelmed.

Available for Kindle or PC here: <http://amzn.to/goalsettingkindle>

Also, if you're interested in expert advice and relevant articles tailored for multi-talented people like you who are juggling numerous projects and too many ideas, then sign up to be the first to learn about updates on future releases, and **become part of the DaVinci Dilemma (TM) community here: <http://www.DaVinciDilemma.com>**

Perhaps you'd like even more personalized help to blast through your procrastination challenges and make the most of your talents? Great news: you can work one-on-one with your own DaVinci Coach! **Treat yourself to a complimentary introductory consultation with Liisa Kyle or Lisa Rothstein -- go to <http://www.DavinciCoaches.com> and book yours online.**

For a limited time, readers of this book receive **10% off** any DaVinci Coaches (TM) coaching package or service...so don't put this one off! Mention top-secret code word MAGIC -- or just tell us you've read this book.

Read on to learn more about your DaVinci Coaches.



## WHO WE ARE

**Liisa Kyle, Ph.D. and Lisa Rothstein** are two creative people, authors & coaches who live the joys and challenges of [The DaVinci Dilemma \(TM\)](#) daily. Their collective passions and expertise cover: psychology, creativity, fine art, film, theater, writing, graphic design, music, public speaking, comedy, analytical thinking, communications, organization, research, marketing, social media, education and many arts and crafts. They are experienced, professional storytellers who tell compelling, entertaining tales in print, radio, film and digital media. Helping other multi-talented people make the most of their talents and their lives is the mission and purpose of The DaVinci Dilemma (TM) community, coaching practices and body of work Liisa and Lisa are creating.

Please visit us at <http://www.DaVinciDilemma.com>.

**Liisa Kyle, Ph.D.** coaches smart, creative people who want to overcome challenges, get organized, get things done and get more out of life. She's an internationally published writer/editor/photographer. She's authored ebooks on [getting things done](#) and [overcoming perfectionism](#). She co-authored [Happiness Awaits You](#). She earned her Ph.D. in Psychology from the University of Michigan. As an international consultant, she has coached individuals, facilitated groups, and delivered inventive workshops on four continents.

Liisa's artistic pursuits include working in metal, glass, clay, textiles, paper and more. Her creative works have been featured in galleries, art fairs and juried exhibitions. She's also a royalty-earning lyricist. Liisa's volunteer activities have focused on adult literacy and fostering/training Guide Dog puppies for the Blind.

For more information or to book your FREE 30 minute consultation, please visit <http://www.CoachingForCreativePeople.com>.

To connect with Liisa Kyle online:

Facebook: <http://www.facebook.com/liisakyle>

Selfgrowth.com: [http://www.selfgrowth.com/experts/liisa\\_kyle](http://www.selfgrowth.com/experts/liisa_kyle)

Books by Liisa Kyle:

### *GOAL SETTING AND PLANNING FOR MULTI-TALENTED PEOPLE: HOW TO FIGURE OUT WHAT YOU REALLY WANT -- AND HOW TO ACTUALLY GET IT*

This self-help guide is packed with proven techniques to prioritize effectively, to set achievable goals and to get things done. Discover how to make strategic plans and implement them. Learn how to get started, how to stay on track, and how to finish. Learn what to do when you get thrown off track. Overcome challenges such as procrastination, perfectionism, indecision and being overwhelmed. **Available here for Kindle or PC:** <http://amzn.to/goalsettingkindle>

### *ACCEPTANCE: A WORKSHOP FOR PERFECTIONISTS*

A three-part self-help guide to learn self-acceptance, how to accept circumstances and how to accept others as they are. If you are 'too hard on yourself' 'picky', 'have too high standards' and rarely find things 'good enough', here's an effective, proven tool to feel better, reduce stress and enjoy your life more: Overcome perfectionism by learning acceptance and self-acceptance. **Available for PC or Kindle here:** <http://amzn.to/acceptanceforperfectionistskindle>

### *HAPPINESS AWAITS YOU*

Practical advice plus 68 inspirational stories from 44 authors including expert Susan Jeffers (*Feel the Fear & Do it Anyway*), actor/author Dee Wallace (*E.T.; Conscious Creation*), financial wellness expert Julie Murphy Casserly, designer Antonio Ballatore (HGTV's *The Antonio Treatment*) & more!

USA customers: <http://amzn.to/happiness-awaits-you>

Canadian customers: <http://amzn.to/happinessawaitsyouamazonca>

More info: [www.happinessawaitsyou.info](http://www.happinessawaitsyou.info)

**Lisa Rothstein** began her series of creative careers as a street performer in New York City. Later she became a top Madison Avenue copywriter & creative director at such firms as Young & Rubicam on brands like IBM and Hanes, creating the famous "Wait'll We Get our Hanes on You" campaign. Today, as a sought-after marketing consultant, copywriter, speaker and business coach, Lisa helps creative entrepreneurs make their ideas profitable and turn their "[\*creativity to cash\*](#)".

Lisa is featured in the upcoming book *Ready, Aim, Captivate!* With Deepak Chopra – about how to add magic to your message and a fortune to your future.

She is also a contributor to *Contagious Optimism* (Viva Press) releasing in early 2013 and to *Happiness Awaits You*, mentioned above.

In true DaVinci style, Lisa is also a cartoonist, watercolorist, choral singer and an award-winning screenwriter, represented by agent Caren Borhman and manager Andrew Kersey. She is a graduate of Brown University with a degree in Communications.

**For an introductory consult on your marketing messaging or copy for your business, go to <http://www.consultwithlisa.com> or <http://lisaorthstein.com>**

**To talk to Lisa about how you might turn your “creativity to cash” with your own products based on your talents and ideas, go to <http://www.createwithlisa.com>**

*To connect with Lisa Rothstein online:*

LinkedIn: [www.linkedin.com/in/yourwriterforhire](http://www.linkedin.com/in/yourwriterforhire)

Facebook: [www.LisaRothsteinOnFacebook.com](http://www.LisaRothsteinOnFacebook.com)

Twitter: <http://twitter.com/davincidiva>

###