



REVERE YOUR TIME

The 12 Timely Agreements

RESPECT YOUR TIME ® RECOVER YOUR TIME ® RESERVE YOUR TIME

I live timely and on purpose.

1. I am in LOVE with my commitments because they are aligned with my purpose.
2. I control my calendar. I PLAY with time, not work against it.
3. I deliver my results early and often because I EXPECT changes and revisions.
4. I say “YES” to everything, but on my own terms.
5. I use Sprints and Buffers to DELIBERATELY stay spontaneous and structured.
6. Because something is “happening now” doesn’t make it automatically WORTHY of my time, attention or energy.
7. It’s only an interruption if I give it attention. Therefore, I am the CREATOR of all my distractions.
8. My attention is on “action” items that support my purpose. And I encourage others to do the same by NOT ACCEPTING responsibility for items not aligned with my goals.
9. I use the 4D’s and the 4 Quadrants to simplify and clarify my life.
10. I am considerate and have a CALMING influence over others. I neither encourage drama nor am I the source of the chaos.
11. I say what I mean; therefore, it is simple to do what I say.
12. I am both timely and timeless. Since I attract those of complementary goals, I add value to others only when I stay on purpose.