

# Rabbi Dave's Guide To Managing Your Time-

*The collected wisdom of my favorite Guru's.*

*Rabbi Moshe Chaim Luzzatto, Rabbi Eliyahu Dessler, Rabbi Noah Weinberg, Rabbi Menachem Mendel Levin, Stephen Covey, David Allen, Tim Ferris, Tony Hsieh, Brian Tracey and Various Unknown and possibly imagined Gurus*

Director OU Next Gen Division

[RabbiDave@ou.org](mailto:RabbiDave@ou.org)

212-613-8153



Connecting Jewish Young Adults To Strong Jewish Communities.

# **My Story –**

## **Between a Rock & a Hard Place**

- ❑ Father of 6
- ❑ OU Director of NextGen Division
- ❑ Raised over \$1,200,000 net for OU last year
- ❑ Director of OU Israel Free Spirit Birthright (over 2,000 participants per year)
- ❑ Own Melaleuca business with over \$1,000,000 yearly sales
- ❑ Chair Fundraising New Building, YIPC Synagogue
- ❑ Convention Chair & Board Member, AJOP
- ❑ Learn, Exercise, Vacation, Sleep

Rabbi Dave Felsenthal  
Director, OU NextGen Division  
RabbiDave@OU.org  
212-613-8153

# The Torah & Time

## □ Rav Noah Weinberg – Abraham’s Eulogy - Wasting Time

“If I knew I would succeed and there were no limits I would dedicate my life to:\_\_\_\_\_”

## □ Rabbi Eliyahu Dessler – Value of 1 moment

“What 3 things I always wanted to change if I knew I really could: 1.\_\_\_\_\_ 2.\_\_\_\_\_ 3.\_\_\_\_\_”

## □ *Rabbi Menachem Mendel* – Goals of the Soul

“What are the most important **results** I could accomplish at work, physically, mentally, spiritually and at home”

## □ Rabbi Moshe Chaim Luzzatto – Filing System

“What are the roots and branches. What are the causes and effects? Set up your system”

“What is the most important action step to accomplish the above results/goals/roots?”

# Identify Where To Spend Your Time

Where do you spend your time now?

List your 10 most frequent daily tasks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

U R G E N T	3	2
	4	1
	IMPORTANT	

## Work Smarter not Harder -

- 1 Not Urgent & Important
- 2 Urgent & Important
- 3 Urgent & not Important
- 4 Not Urgent & not Important

□ What Quadrant are they in?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

□ Put First Things First With The End in Mind <http://www.youtube.com/watch?v=Wu5Dn4uCau8>

(Stephen Covey)

# Eliminate, Delegate, Automate

**(Tim Ferriss: The 4 Hour Work Week)**

- ▣ **Eliminate anything not urgent or important**
- ▣ **Delegate anything you can't eliminate**
- ▣ **Automate anything you can't delegate**

**From the list on the previous page, what can I...**

**Eliminate:**

**Delegate:**

Rabbi Dave Felsenthal  
Director, OU NextGen Division  
RabbiDave@OU.org  
212-613-8153

# Taking Action Steps

- Block Out Your First Hour For Your Most Important Goal That Day

(Brian Tracey, Swallow that Frog)

Monday I will \_\_\_\_\_

Tuesday I will \_\_\_\_\_

Wednesday I will \_\_\_\_\_

Thursday I will \_\_\_\_\_

Friday I will \_\_\_\_\_

- Paralysis By Analysis & The Value of Momentum

(Various Anonymous Gurus)

# Tools I've Used

- Identify Your Strengths [www.strengthsfinder.com](http://www.strengthsfinder.com)
- Identify Your Core Values [www.culturesync.net/happiness#](http://www.culturesync.net/happiness#)
- Identify Your mission [www.franklincovey.com/msb/](http://www.franklincovey.com/msb/)
- Planners and Calendars (Simple & Convenient)
- Auto Responders (Aweber, GetResponse)
- Mass Mailers (DBE)
- Dialers (Voice Logic)
- Advertising (FaceBook, Adwords, Top Websites)
- Capture Pages [www.IsraelFreeSpirit.com](http://www.IsraelFreeSpirit.com)
- Coaching [www.trieditall.net](http://www.trieditall.net)

# Thanks' for “spending” some time with me today!! -Rabbi Dave Felsenthal

Director OU Next Gen Division

[RabbiDave@ou.org](mailto:RabbiDave@ou.org)

212-613-8153



Connecting the OU Family's Jewish Young Adults To Strong Jewish Communities.