

Use Time Wisely

Time is a paradox for everyone. It's an absolute, equal for everyone, yet time seems to work better for some people, but not for others. Those with more time seem to learn how to manage their assets around time better. Time is a priceless treasure! Appreciate every moment you have and remember that time waits for no one. Utilize time the best you can and don't let it slip through your fingers. Lost time cannot be replaced, bought or saved - it can only be spent and then it's gone!

Tips to cherish time wisely:

- **Prioritize** – Determine what's important to you and schedule those activities first, then schedule your other priorities according to your schedule. Avoid canceling activities you truly enjoy over necessary activities.
- **Plan** – This step is crucial when trying to accomplish something. This is the first thing to forget when you're busy and stressed. Life is simple and easy when you have a plan, plus you become more productive when you have direction.
- **Delegate** – Anything you do can be handled by someone else. Look at how much your time is worth and you may be able to justify delegating more tasks and chores. You will notice more free time and energy for your top priorities.
- **Set Goals** – Set daily goals to help you achieve what you want in the time allotted and set targeted goals to help you achieve them regularly. This also helps raise self-confidence and increasing your performance levels. Goals help you maintain high motivation levels.
- **Structure Your Day** – Keep track and take notes on when your most productive time of the day is. This peak performance time is different for everyone. Arrange your day accordingly to maximize your greatest productivity time. Begin to understand and honor your work style to help you become more efficient.
- **Value Your Time** – Demonstrate that your words, actions and commitments that your time is valuable. Others will recognize and show you more respect in turn. If you don't value your time, don't expect anyone else to. This makes you value yourself more and earn more respect from others.
- **Replicate Yourself** – Find someone who is just as good at your work as you are. Get into a routine to systemize some of your routine tasks. Replication causes you to increase your results without wasting extra time and energy and in turn becoming more effective.
- **Get Organized** – Find a place for everything in your home and office, this way you won't waste time searching for things in clutter which causes extra stress. Studies show that people who are surrounded by clutter spend 1.5 hours per day searching for something or becoming distracted. Create a list of what you need to achieve each day and distinguish what is and is not attainable. Focus on a certain amount of activities a day you know you can accomplish and keep your list manageable.
- **Become Focused in the Moment** – Focus on what you're working on and you will become absorbed in your work to increase your creativity and relax more. This free flowing momentum causes you to get tasks done faster and easier. Make each task perfect with all your energy instead of splitting your attention.
- **Eliminate Time Wasters** – Interruptions, distractions, poor planning, over-commitments, ineffective attitudes and behaviors are known to get in the way. Rather than letting time control you, take control of your time. Take responsibility to create stronger boundaries and communicate to others around you.

Why can I never find enough time in a day?

People tend to believe that in one month, time and money will seem to be more available than it is today. By thinking too far in advance, people forget about the demands that suddenly occur. We look to the future as ideal - free of worries and with plenty of time to do everything we ever wished for. This is known as responsibility overload which causes extra stress in people who are poor stress managers. We need to learn how to say no to certain commitments and

responsibilities. We need to look at how busy we are in the present moment before we think about committing to any other responsibilities.

Here are some questions to ask yourself before committing to more responsibilities:

- Would I have time to spend on this today?
- What kind of feelings would I associate with this responsibility or commitment?
- If I want to do this, where can I cut back to make time for it?
- Am I doing this for me or someone else's expectation?