MANAGEMENT | PROFESSIONAL DEVELOPMENT

Proven Life Management Strategies

Time management is really life management. How you use your time controls everything that happens in your life.

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Time management is really life management. How you use your time controls everything that happens in your life. The success of your relationships, goal achievement, financial success, and even personal happiness, are all determined by HOW you use time.

All truly successful people are excellent time managers. They're organized – they know where they are, and where they are going. As a result they get more done in less time, and have more free time to enjoy life.

Clarify Your Priorities

The first step in taking control of your time is to define and set your priorities.

> ***High achievers are expert at separating out the essential from the less critical.***

To get started, ask yourself, *"What is the best use of my time right now?"* Every action involves a choice between what's more important. Doing one thing means not doing something else.

Separate the urgent from the important. Ask yourself, *"What is the long term consequence of NOT doing this now?"* Don't do anything you can delegate.

Remember: Your aim in time management is to increase your return on energy.

Put lower priority items on the back burner.

Get Focused

When working on something, focus totally on your task. Get clear on your task: *"What am I trying to accomplish? How am I doing to do this? Is there a better, easier, or more enjoyable way?"*

Write It Down

There are several ways to designate which tasks are the most important. One way is to create two lists: a short-term checklist and a long-term, top-priority list.

Organized plans of action are a great time saver. Each time you make your planning schedule be sure to include some activity that works toward your long and short term goals.

Know Your Peak Productivity Times

All of us have work rhythms and certain times of the day when we do better work than at other times. The ability to stay focused plays a major role in saving time. To do this, you have to find the time of the day when you work at peak efficiency.

Block Your Time

An important part of effective time management is being able to set aside blocks of time when you will not be interrupted. This allows you to better focus on your work.

Organize Your Work Space

Organizing your time is easier when you organize your workspace. A cluttered desk creates stress and distracts you from focusing on the task at hand.

Don't Reward Procrastination

Poor time management can be draining and energy zapping. Take procrastination: Procrastination is a learned behavior that is established through reward.

The moment you fail to do something and instead turn to watching television or some other “preferred” activity, you have rewarded yourself for procrastinating.

> ***Change such a habit by breaking your task into smaller steps you can accomplish easily, then reward yourself for completing each step.***

Dr Ammon-Wexler, a former network marketing Double Diamond, is the author of a remarkable Goal Achievement System that can drive you straight into the arms of success. Check it out=>http://www.quantum-self.com/goals.htm

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