MANAGEMENT | PROFESSIONAL DEVELOPMENT

Time Management Mastery

From Potential to Performance

by **Chris Widener**

348 words | 2 pages

One of the great things about life is that we can realistically be or do anything we choose to. This includes being a good time manager! We must believe that we can be a good time manager - that we have the potential. Unfortunately, many people say, *"Well, I am just a poor time manager,"* as if it was ingrained in their DNA.

The truth is that anyone can be a great time manager, if they choose to go from potential to performance.

So, how do we do this? Here is a simple 7 part process:

1. Believe that you can become a good time manager

2. Inventory where your time is currently being spent

3. Determine what your life values are - what do you view as important, what do you want to accomplish?

4. Set time priorities that will move you toward living out your values

5. Develop a system of scheduling that works best for you, not a time management conglomerate

6. Learn to say "no" to things that are not part of your priorities moving you toward your values - exercise your power to choose

7. Do what is in your new schedule

These simple steps, if you apply them, will take you from having the potential to be a good time manager to true time management mastery and performance!

Chris Widener is an example of how anyone can overcome any odds to achieve a successful life and help others achieve the same. Chris has overcome many obstacles... living through his father dying suddenly when he was four, being sent away from his family to live with relatives at age nine and becoming involved with drugs and alcohol by the age of twelve. Chris overcame those obstacles and has for the last ten years worked with some of the most financially successful families in America, helping them to achieve both personally and professionally. Now he can do the same for you!