



Time Management

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TIME

Definition: indefinite continued progress of existence and events in the past, present and future regarded as whole.

The human being has a special time perception which is usually considered to be in the present.

When we think of time we don't relate our time with the cosmic time that has completely other dimension.

Ancient cultures such as Inca, Mayan, Hopi have a concept of "The Wheel of Life" which is cyclical and consists of repeating ages that happens to every being in the Universe between Birth and Extinction.

Today we think of Time in connection with our busy life: appointments, work, family time and thanks to the technology we can see and check the time everywhere around us, thinking of our actions, existence and interval between two events.

Ever since the reading of time, people tried to make the most of every second; some people managed to do it, some loose time quite frequently.

The time itself cannot be contained, so how can we manage it?

The first reason in managing out time is achieving a GOAL and the goal better be SMART!

Let's look at this acronym:

Specific, concrete

Measurable

Achievable

Realistic

Time limited

The last letter of **SMART** is T.

The goal that we have in mind can be a week, a month, a year, something that we decide and stick with it, and this is about **TIME MANAGEMENT**.

Close your eyes and think for a while about your priorities; work, health, romance, fun, family.

Let's say that we have a "time budget" and we cannot borrow time, so all that you have is what you want to spend in accordance with your priorities that you choose and ask yourself how much time you want to spend with each of them.

Before you start the mathematics, first calculate how much time you need for your sleep and subtract it from the equation... how much time is left?

16, 17 hours?

Then you have to be creative to achieve your **SMART GOAL** in a time frame, and before you go into details **SMILE!!!**, enjoy your life and be confident that you spend your life in harmony, according to your priorities.

When we have time to reflect we must be happy with the way we spend our time, which is different from person to person.

Start shaping your schedule and reinvent "YOU" time.

Learning about time teaches us about our time weakness and sometimes just by slowing down our day we can save some valuable time moments and enjoy them better.

We all have 24 hours in one day; the question is” What do we do with our time?” when we have the chance to spend it wisely, with intensity, focus and fulfillment without bringing disappointments and regrets in our life.

What can you accomplish if you can create an extra 10-15 hours per week just for you?

Spend more time with the people you live, do more exercise, generate more income or write a novel?

Wasting time can affect your business as well.

Nothing that you plan would be achievable without a GOAL SETTING, because when we finish with one project another one is waiting for us.

For many of us the day flies by, and no matter how much we try to organize our day it seems that we can't get it all done.

We feel overwhelmed and when we finally think we can relax there is some other emergency that we have to take care of.

If you are tired, stressed, burned out, experience poor physical health, chase after a chaotic schedule with little time for friends, family, hobbies, it's time to evaluate your time and life.

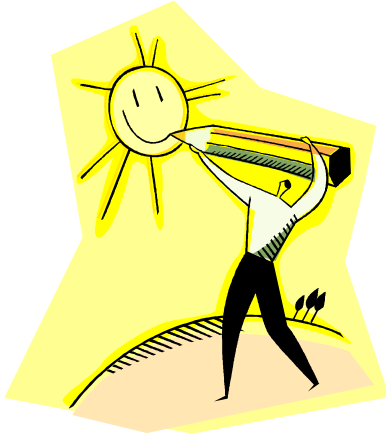
I firmly believe that you can have both your job and life without sacrificing either of them to appease the other.

The more success you get in managing your time the more you'll get done, earn more money more easily, impact more people, touch more lives.

I am going to introduce you to various proven techniques that will enable you to make the most of your time as you work to achieve your dreams.

It is all in this material, just waiting for you to enjoy and help you create the life you desire.

LET'S BEGIN THIS AMAZING JOURNEY!



What is TIME MANAGEMENT?

Time Management is a process of working to succeed in reaching your goals and also the time to celebrate your accomplishments; it's not about working harder, it's about working smarter.

When you use our time wisely we have more time to make better decisions in a decent time frame avoiding the schedule nightmare.

You will gain flexibility for your time and slowly the excuses like "I am too busy to plan my life" or "I am overwhelmed in my job" will fade.

Have you ever thought how is your time spending related to your energy level?

Every dollar has a definite value but the energy has not.

Some people put more energy in watching a movie, others in checking their emails.

What is the cost of your time at work?

How much time and energy do you spend cleaning your house or doing the laundry?

Would it be cheaper to hire someone to take care of it?

It becomes your decision on what is more important for you.

Looking at your time beyond money is priceless because you are valuable and if you base your time life strictly on the money

value there could be something more important in your life that you might miss.

Imagine that you are diagnosed with a terminal illness and you have just a couple of months to live...

What would you do?

What would matter for you the most?

Think for a while and the answer should guide you to plan your time and life from now on!

HOW TO MAKE TIME WORK FOR YOU

In my grandmother's generation time had completely another meaning. House chores were very much time consuming, people used to wash their clothes by hand and write long letters by hand too.

With the new technology and gadgets everything is a "click of a button", but instead of slowing down our life becomes more frantic and with every new device created to simplify the tasks the pace of life speeds up.

Some people still struggle to get things done while others seem to be able to compress a week's worth of tasks in one day.

It is time to discover the "hidden" secret of Time Management!

From an enemy we can turn our TIME into our friend.

The biggest enemy is the WASTE OF TIME!

Before we go into details I put together a "Not to do" quick list that you want to consider in this matter:

- **Don't waste time when you come to a decision.**
- **Don't check your emails several times an hour.**
- **Don't call or chat with people when you have important things to do.**
- **Focus on a task and do it with love.**

- **Don't feel prisoner to say "YES" just to please people or do a job which is not yours.**

ENERGY LEVEL versus YOUR BODY CLOCK

A lot of people discover that working at a certain time of the day is more effective. Their energy can fluctuate based on the work, stress level, distractions, breaks they take, quality of nutrition, blood sugar level.

You have to understand your "peak time"; for instance a morning person should get up early and get the job done as long as the energy is at its highest and the work will end up being easier and simpler.

This is your PRIME TIME!

Very much connected with the energy level is also the EMOTIONAL STATUS, which could be an energy drainer sometimes.

All of these can cause stress, anger, sleep deprivation, diet fluctuations and relationship issues.

Try to identify the cause of your emotional imbalance and solve the problems before they become energy drainers.

We function on different biological clock and have different emotional condition at any given time.

One of the most common problems during the day is the afternoon lazy feeling after a rich lunch, when your energy is going down.

Avoid eating too much; drink a coffee or a glass of water, eat a snack.

Open a window, breathe deeply several times and stretch, clean your desk.

Sit back, relax and listen to your favorite song or go out for a little walk.

PROTECT YOUR PRIME TIME!

I know, you might get stuck with some of the following:

- **A lot to do on your list.**
- **Lots of emails unchecked, papers and post-its on the desk.**
- **Difficulties in setting the priorities and planning the tasks.**
- **Lack of concentration.**
- **Keep on forgetting things.**
- **Feeling tired.**

You need a PLAN!

You need a PLANNER!

Use a planner in the computer, on a calendar or use a whiteboard.

PLAN THE WORK AND WORK THE PLAN!

Let's start getting organized!

MAKE A TO DO LIST

List the task to be completed; it is a tool to supplement your memory.

The traditional method is writing it on a piece of paper, a note pad, in computer and cross them after the task is done.

It is simple: write down what you need to do, consider everything no matter how small it seems.

PRIORITIZE

Consider what is that you want to achieve the soonest, what is more important for you and **WHAT YOU REALLY WANT!**

Notice that there is a difference between what you need to do and what you want to do.

Decide the “urgent and important tasks” and later non urgent and no important ones.

The trick is to do first the urgent tasks that you don’t like and then allow yourself to unwind and take a break.

If you can, organize the night before the most important tasks of the day.

KEEP YOUR DESK CLEAN

Remove or recycle the garbage.

File the documents and keep on your desk just the items that you need at that time.

Do the same thing in your home, kitchen, counter tops and closets.

The best way to determine how well you are organized is how good you feel, if you are calm and focused, if the environment is comfortable, clean, warm, welcoming, if the temperature is right for you so you don’t have to stop working to look for a sweater.

LEARN TO SAY NO

Many people find hard to say NO when being asked to work on a task that they shouldn’t or doing something time consuming like attending an event of less importance, calling or visiting a friend in the work hours.

Maybe is the fear of not being liked, the need to make others happy, to please them, the feeling of guilt which is sometimes more overwhelming than the respect for ourselves.

You have all the right to say NO, and say it loud, clear and honest with no regrets.

You don’t need any excuse or any major reason, so don’t let anyone take advantage of you and your time and stick to your answer.

If it is necessary say NO as many times as you have to until the person understands that you really mean NO.

Be firm and as long as you keep the tone of your voice low even and polite and your response will be taken with respect even by your boss that sometimes scares you.

Some very polite answers could be “I would love to help you but I can’t at the moment, maybe some other time” or “I am flattered that you asked me but it is not the right time for me”.

Stand up for yourself as a person by stating how you feel and by showing strength and not weakness.

If you have to do something that no one else can do put some time and effort into training someone.

Stop asking for opinions and start proposing solutions.

ACTIVE OR PRODUCTIVE?

Ask yourself this question and start eliminating activities that you use like crutches and begin focusing more on the results and less on the dedication.

Sometimes the dedication can be just meaningless work in disguise.

Start conducting productive meetings, delegate people when you need help, ask and offer assistance only when is needed.

You can work together with people and help each other, create team work, trade skills, and share knowledge.

STOP MULTITASKING

I am going to tell you something that you probably know: trying to brush your teeth while talking on the phone or checking the emails... simple don’t work!

Carrying on multiple tasks somewhat simultaneously makes you unable to focus and hold the focus on one task.

If you prioritize properly you don't need to multitask.

Divided attention will result in more frequent interruptions, lapses in concentration, less gratification.

By carrying out the other task your brain has to restart again and focus on the new job.

Because of fragmented focus, production will drop as you will take a longer time to complete the two tasks that you are juggling.

Try it in your private life as well, when you do house chores, when you read a book or WHEN YOU DRIVE!

AVOID INTERRUPTIONS

In the middle of a work related deadline or other responsibilities interruptions are unpredictable and bound to happen.

At times they seem harmless but if they continue to happen during the day you can become unfocused, overwhelmed and frustrated.

Limit distractions and when you start your project don't let drop in visitors or co workers interrupt you.

Close your door, change the layout of your desk so you are not facing the traffic outside the office and move the common files out of your office.

If someone requests a moment of your time ask them to schedule time to meet with you later and set a time frame to the conversation

Limit your phone calls or send them to the answering machine.

Check your emails on a schedule; just because someone can contact you doesn't mean that you have to respond right away.

Be careful who you give the email address to and unsubscribe from the one that don't provide value.

STAY FOCUSED AND MOTIVATED

Motivation is the perseverance in times of distress and also one of the most powerful components in the Time Management process; it will drive you past the finish line.

The motivation comes from a sense of purpose and is the key to keep you on track until success is reached no matter if your goals are in your private life or work.

Stays focused on the end result and continue to persist until success is reached.

Make a commitment to yourself to work on a certain task before moving to a different one.

Focus on your strengths, talents, abilities and values to get the work done.

Speaking to successful motivational speakers and mentors can inspire you.

Listen to inspirational music, collect quotes that make you motivated deep within; picture yourself achieving and reaching your goal.

There are some valuable techniques that I recommend to keep you focused and motivated:

- **POMODORO TECHNIQUE**

It makes use of a timer which breaks your work into intervals of 25 minutes.

(Pomodoro means "tomato" in Italian!)

After every "pomodoro" you take a small break of 10 to 20 minutes and evaluate your progress.

- **80/20 TECHNIQUE**

In relationship to work force that rule mean that 20% of your work efforts results in 80% of production, in other words 80% of what you produce comes from 20% of your actions.

What you do being motivated and focused will generate your income.

Understanding, practicing and using these techniques are keys in experiencing success in every areas of your life.

STOP PROCRASTINATING

When you postpone your work you rob valuable time from tomorrow by being lazy today; you become unmotivated and apathetic.

The critical concept to master procrastination is URGENCY.

Determine the most important goals, don't put them off and don't let them wait otherwise you delay your success.

Try to break big projects into small chunks, put them into your 'to do list' so that if you shift your attention you have them in front of your eyes.

After you finish your project take a "pomodoro" break and breathe freely.

The most important thing is to START because if you don't, you run out of time, the deadline is harder to meet and eventually you will feel that you failed.

Even if you hate the task, fear the change and distractions or lack of time JUST DO IT!

Don't wait until you get inspired or think that you are not in the right mood; all these will add pressure and stress that you can avoid.

Procrastination is a way of lying to yourself by removing yourself from the reality of today or tomorrow.

It could be harmful and has the power to destroy careers, marriages and businesses.

If you really cannot fight it on one task start and complete another and come later to the first one.

Accomplishing any task will give you more confidence and determination to be productive.

SCHEDULE YOU TIME

Learn how to create ample quality time for yourself and renew your purpose and passion in life.

Prioritize time is very important but it has to be divided equally between work, family, friends and relaxation; it will bring you a feeling of fulfillment, happiness and contribution. Find time for kids, hobbies, reading chatting with friends and you will feel recharged with energy.

A healthy life style can improve your efficiency and you will complete your tasks in less time.

Check with you doctor before you want to start a diet or exercise routine, fuel your body when you want to reach peak performances and allow yourself to recover during down time.

REWARD YOURSELF

Last but not least, here is my favorite tip: GIVE YOURSELF A TREAT!

Every time after you finish a project, easy or difficult, long or short, reward yourself.

The treat doesn't have to be expensive or impossible to achieve.

Think of what brings you a smile on your face and a little happiness...

Buy yourself some favorite flowers or a book, go to treat yourself with a manicure or a massage take a bubble bath at home, lit candles and RELAX!

The more accomplishments the more rewards; make a habit of it and you will be more motivated to get things done.

And don't say no to a little vacation...

Life can be hard and we can face small or big problems.

We have to deal with compromises and we have to let things happen if we want to get things done and be successful in life.

Attract abundance and positive energy in your life, think success, live your life inspired and accomplished.

I hope you enjoyed reading this chapter as much as I enjoyed writing it!

Now all you have to do is go and use this knowledge in your life.

“Our aspirations are our possibilities” one of my favorite quote by Robert Browning.

I wish you tremendous success!

Your friend and Life Coach,

Adriana

