

It's About Time!



Procrastination, Prioritization & Action Planning

Our Agenda

Welcome & Overview

Time & Choice Management

Understanding time and your personal “Time style”

Covey Quadrants

The Power of Full Engagement

Time Mapping

Graphic Understanding

Articles for you!

“Where did the time go?”
“Oh my, look at the time!”
“I just didn’t have enough time.”

Yes, you did. You had all the time there is.
You had the same 24 hours, the same 1,440 minutes that everyone else did.
And guess what? Last year you had 525,600 of those minutes.
And in every 10 years of your life you have well over 5 million minutes!

Congratulations on investing the next 360 minutes of your life in examining, exploring, discovering and learning new ways to “be” with time.

Your time. Your life. Welcome!

QUESTION: If you’ve faced any time management challenges in the past, does it mean you are an inefficient person?

NO!

Was the tin man heartless? The lion without courage?

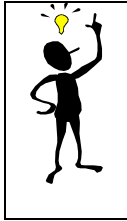
The scarecrow without a brain? Dorothy without a home? NO!



Just like the characters in the wizard of OZ, there was one part missing...

Were you missing:

- a. a clear and objective, honest and accountable understanding of how you actually use (and sometimes misuse) time
- b. some practical tools to support you to structure your time with conscious awareness of the integration of your goals
- c. a commitment to use those tools in your own life to get more of what you really want into each and every moment.
- d. The support to actually MAKE IT HAPPEN!



What's been missing for me?

As your tour guide on this journey, I will know our time is successful when, at the end of our time together, you have:

- A clearer sense of your individual time management style and your historical relationship with time
- An awareness of your SWOT (Strengths, Weaknesses, Opportunities & Threats) as they relate to time
- An understanding of how to develop clear goals that are SMART (Specific, Measurable, Achievable, Timely, Realistic) in all the areas of your life
- An understanding of the concept of TimeMapping and the steps required to create a TimeMap that can support you to get from where you are to where you want to go with authenticity, balance and wellness
- A start on your own TimeMap
- A plan for bringing these ideas into your life into a very real way with support from others.
- FUN!

How will YOU know our time together today is successful???

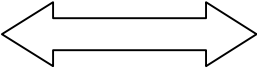
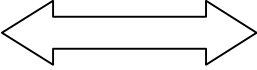
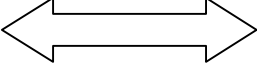
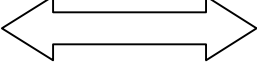
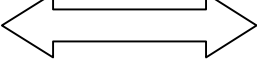
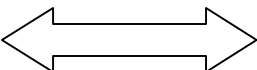
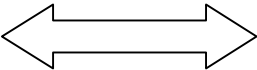


I will know this investment of my time (160 minutes) plus my energy and money is successful when...

Thinking about personal style...

Are you ...

Colour the end of the arrow that points towards **YOU!!!**

A Leader When a group of people are discussing something, or planning action, do you take charge? Do you prefer to be directing?		A Follower When a group of people are planning something, do you find yourself helping implement the ideas of others?
Public Fishing Do people always feel welcome to interrupt you as you work at your desk? Are you always available to answer questions?		No Trespassing Is your desk and the time you spend at it sacred? Do you hate interruptions to your concentration?
Yes Is this your first impulse on how to answer a request or an idea put to you?		No Is this your first impulse on how to answer a request or an idea put to you?
Here Do you feel a direct connection to the tasks immediately in front of you, and is their completion foremost in your mind?		There Do you feel disconnected from the tasks immediately in front of you, and find yourself often thinking forward to the future?
Rose Refined in taste or attitude, complex, beautiful and thorny at the same time?		Daisy Come one come all, public and open, clustered in a field we will all be flowers together!!
Now When handed documents, tasks, directives, Do you want to get them done right away?		Later When handed documents, tasks, directives, Do you plan to do them tomorrow since you have other priorities for today?
Just coming Are you always just arriving on the scene of things?		Just going Are you always just on your way to beginning something?


RATE YOURSELF AS A TIME MANAGER

How Well Do You Plan? (Source: Dartmouth College Website)

For each question, circle the number that best describes you. **Honestly. Today.**
Then write it in the far right column.

The Questions	Never	Seldom	Sometimes	Often	Always	ME!
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5	
Do you put daily plans in writing?	1	2	3	4	5	
Do you allow flexibility in your plans?	1	2	3	4	5	
How often do you accomplish all you plan for a given day?	1	2	3	4	5	
How often do you plan time for what matters most to you?	1	2	3	4	5	
How often is your daily plan destroyed by urgent interruptions?	5	4	3	2	1	

Add the numbers in the far right column: _____

<p>A tee hee moment</p> 	<p>The Procrastinator's Creed</p> <ol style="list-style-type: none"> 1. I believe that if anything is worth doing, it would have been done already. 2. I shall never move quickly, except to avoid more work or find excuses. 3. I will never rush into a job without a lifetime of consideration. 4. I shall meet all of my deadlines directly in proportion to the amount of bodily injury I could expect to receive from missing them. 5. I firmly believe that tomorrow holds the possibility for new technologies, astounding discoveries and a reprieve from my obligations. 6. I truly believe that all deadlines are unreasonable regardless of the amount of time given.
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Procrastination

Ah, the eternal Time Management problem. Let's look at procrastination.
Give yourself a score of 1 through 4 for each question.

1 = Not me

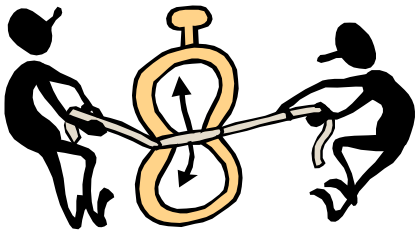
2 = Well, maybe I do this

3 = I tend to do this - a lot

4 = That's me

1. ____ I delay projects and tasks, even when they're important.
2. ____ I postpone starting things I don't particularly like to do.
3. ____ When I have a deadline, I wait until the last minute.
4. ____ I manage to find an excuse for not doing something.
5. ____ I worry about making a mistake, being right, or being perfect.
6. ____ When I have a new task that I've never tried before, I postpone it.
7. ____ I promise myself I'll do something and then drag my feet.
8. ____ Whenever my schedule includes tasks I don't like, I find other, more important things to do.
9. ____ Even though I hate myself if I don't get started, I just don't get started.
10. ____ I keep putting off improving myself.
11. ____ I delay making tough decisions.
12. ____ I procrastinate mostly at work (writing memos, letters, answering phone calls and email).
13. ____ I procrastinate mostly at home (chores, errands, returning broken or unused merchandise).
14. ____ I procrastinate mostly about self-care issues (healthy lifestyle, relaxation, doctor/dentist visits)
15. ____ I am an equal opportunity procrastinator, I procrastinate in every area.

_____ **Total Points**



INTERPRETATION of How Well Do

You Plan:

6-10: Terrible Planner--You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management workshop.

11-15: Below average planner--You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life. A time management workshop will help.

16-20: Average planner--Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan. A time management workshop may give you some good tips.

21-25: Above-average planner--Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

26-30: Excellent planner--or candidate for burnout?--You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

My Score and how I feel about it...

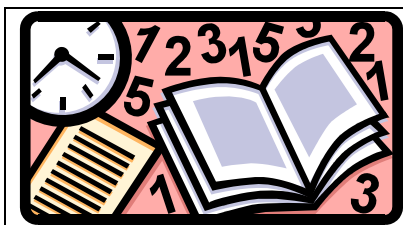
INTERPRETATION of Procrastination Questionnaire:

46 - 60: You are a procrastination machine. There are probably some underlying causes (perfectionism, fear, anxiety over expectations of others, adrenaline lifestyle) - work with a coach to find out, and develop the tools and skills you need to eliminate them forever.

31-45: You may have some triggers that send you into procrastination mode, and you may also have some time management difficulties - Work with your coach to uncover those triggers, and also to develop skills and tools for scheduling, prioritizing, delegating and learning how to say "NO" - along with some personal boundary work to keep other people from dumping their stuff on you.

15-30: The closer to 30 your score, Time Management could be an issue. Use coaching to buff up your scheduling, prioritizing and delegating - along with setting and enforcing some strong personal boundaries to keep your priorities first on your list.

My Score and how I feel about it...



Consider the profiles in this article
and then explore honestly whether you see yourself
(or perhaps someone in your life!)
in any of the examples...

Failing to Plan? Then You're Planning to Fail

I often hear, 'What's the sense of planning?' For all the time I spend planning something, I could already have it done.'
On the contrary, things rarely work out when you don't plan.
Planning is nothing more than thinking before acting. If you fail to plan, in essence, you're planning to fail.

Here are 5 examples:

1) VACATION BLUES

Gina, Mike and their two children woke up bright and early to enjoy their first day at DisneyWorld. When they arrived at the theme park, Mike wanted to plan where they would have dinner that evening so that they could make dinner reservations. He knew they'd be tired, and longing for a nice, hot meal. Gina, on the other hand, didn't think it was necessary to make plans for dinner that early in the day. She felt it would be more fun to wait until later, so it would be a more spontaneous decision.

Later that evening, when the kids began to whine about how hungry they were, Gina and Mike discovered that all the reservations in all the available nearby restaurants were completely booked up. For over two hours, they went from restaurant to restaurant trying to get seated, unsuccessfully.

Gina and Mike began to argue. The kids were irritated. And everyone was hungry.

In short, this could have been easily avoided if Gina had simply agreed with Mike to take a mere five minutes of planning time to make dinner reservations when they were available--five minutes to plan versus two hours of wasted time, plus aggravation.

Is this me???? _____

2) PLANNING AHEAD

On Friday night, Ellen and Jane planned to meet each other the next day to catch a Saturday matinee. They both had some errands to run beforehand on Saturday morning, but agreed to meet at 12:45 for a 1:00 movie.

On Friday night, Ellen wrote up a list of the errands she had to run: drycleaner, post office and library to return some books. She determined that would take her about 45 minutes, which she padded a bit just in case there was a line at the post office or a little bit of traffic.

She knew she had to meet Jane at 1:00, so she decided to wake up at 10:00 in the morning, get showered, dressed and in the car to run her errands by 11:30, get her errands done by 12:15, and then have another 15 to 30 minutes to relax before meeting Jane for the matinee. She arrived at the movie theatre at 12:45--right on time.

On the other hand, Jane stayed up late on Friday night to watch some television, and woke up at 11:00 on Saturday morning. She rushed around doing her errands haphazardly on Saturday morning, forgetting to bring back the videos which were due, and arrived at the movie theatre to meet Jane at 1:10--twenty-five minutes late for meeting Ellen, and ten minutes after the movie had started.

Obviously, Ellen was peeved with Jane. Because of Jane's failure to plan, they both missed the beginning of the movie, and had difficulty following what was going on because the first movie scene was critical to the plot.
All of this could have been avoided if Jane had just taken ten minutes on Friday night to plan a little.

Is this me???? _____

3) STUDY HABITS

James and Jack both attended the same high school, and had to take a Literature test in the morning.

James scheduled two hours the night before to review his study material. The next day he easily aced the test ending up with an A grade.

Jack decided to go out with his friends the night before, and reviewed his Literature material a half hour before test time. He struggled through the test, and ended up with a C grade.

The next day, they both found out that anyone who scored less than a B on the Literature test, had to stay after school for further instruction. Jack wasn't happy, but this could have been easily avoided if he had just done some planning.

Is this me???? _____

4) FILING

Alexandra didn't have a specific date for filing her paperwork--she did it when she was in the mood.

But one day her boss asked her to find an important contract in the filing cabinet for a client she had on the phone. Immediately, Alexandra felt queasy. She knew it was in the big pile of papers she hadn't filed for 3 weeks.

She frantically began going through her To File pile. After 20 minutes, her boss asked her what the hold up was. Alexandra had to admit she was having a bit of difficulty finding the contract in her large pile of papers.

Her boss was furious. It took Alexandra over 45 minutes to find the paper, but even though she did, her boss told her if she couldn't get her act together within a few days, her job would be on the line.

If Alexandra had planned to file for 10 minutes at the end of each day, she would never have been in this predicament.

Is this me???? _____

5) The TO-DO LIST

Each night before she left work, Tina regularly wrote up a To Do list for the next day. She always planned to get at least four items done, or a few more if she had some time left over at the end of the day. By doing so, Tina ended work each day feeling refreshed and satisfied by quitting time. She always felt her days were productive, and she rarely worked late.

Gary never wrote up a To Do list. He never really knew what was coming up next. He'd just work on his tasks randomly, feeling overwhelmed and unfulfilled at the end of the day. He figured he didn't have the time to plan. He had too much work. He'd end the day feeling exhausted, although he had few, if any, projects completed. So, he regularly worked late into the evening, trying to get more done.

Tina and Gary had exactly the same amount of work. But by planning, Tina made her job a whole lot easier.

Is this me???? _____

Take a few minutes to think before you act. Plan your tasks, your weekly meals, your routes, your schedule and so on. A little bit of planning, can go a long way. You'll waste less time, and enjoy more productive, stress-free days.

Get Organized Now! Newsletter by Maria Gracia <http://www.getorganizednow.com>
Issue: May 4 - May 10, 2003

A Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities.

To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. But for now complete the Personal Time Survey to get an estimate.

The following survey shows the amount of time you spend on various activities.

When taking the survey, estimate the amount of time spent on each item.

After each item's weekly time has been calculated, add all these times for the grand total.

Subtract this from 168, the total possible hours per week.

Here We Go:

Activity	# of hours	Total per week
Number of hours of sleep each night	X 7 =	
Number of grooming hours per day	X 7 =	
Number of hours for meals/snacks per day -include preparation time	___ X 7 = ___	
Total travel time weekdays		
Total travel time weekends		
Number of hours per week for regularly scheduled functions (clubs, church, get-togethers, etc.)		
Number of hours per day for chores, shopping, errands, extra grooming, etc.	___ X 7 = ___	
Number of hours of work (including Professional Development) per week		
Number of hours exercising per week		
Number of average hours per week socializing or with friends		
Number of hours per week doing _____		

Now add up the totals: _____ Subtract the above number from 168 - _____ = _____

Guess What!?!?!?

The remaining hours are the hours you have left

for all the other things you want/need/plan to do...

The Time Management Matrix

from the *Seven Habits Of Highly Effective People* by Steven Covey

List your activities of the last 24 hours below. What did you do????

Think backwards if that's useful... for example: drove to workshop, ate breakfast, got dressed, showered, phone call with Mother, chat with dog, meditation...

Don't think too much about it – just write it all down.

What I did in the last 24 hours....		What I did in the last 24 hours....	

Now go back and determine which quadrant that time was spent in. Add the numbers in the right hand column....

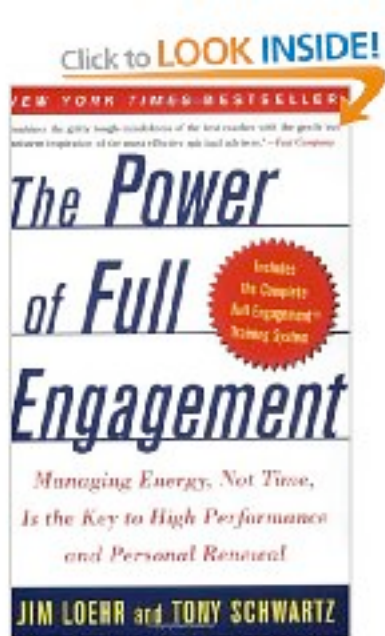
	Urgent	Not Urgent
Important	I ACTIVITIES: Crises Pressing Problems Deadline Driven Projects	II ACTIVITIES: Prevention Relationship Building Recognizing new opportunities Planning, Recreation
Not Important	III ACTIVITIES: Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	IV ACTIVITIES: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

??? In which quadrant do I spend most of my time right now???

In a nutshell... More Quadrant 2 time scheduled into your life, allows for less Quadrant III time and greater life satisfaction!!! So book some QII time for yourself... This workshop is terrific Quadrant II stuff! Congratulations!

The Power of Full Engagement

Old Paradigm	New Paradigm
Manage Time	Manage energy
Avoid Stress	Seek stress
Life is a Marathon	Life is a series of sprints
Downtime is wasted time	Downtime is productive time
Rewards fuel performance	Purpose fuels performance
Self-discipline rules	Rituals rule
The power of positive thinking	The power of full engagement



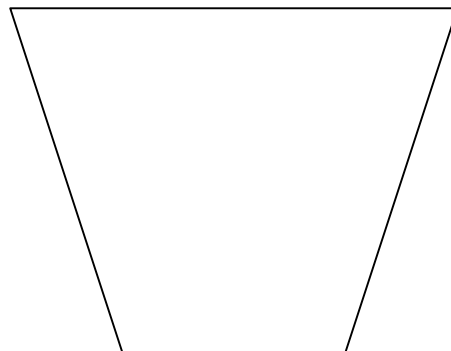
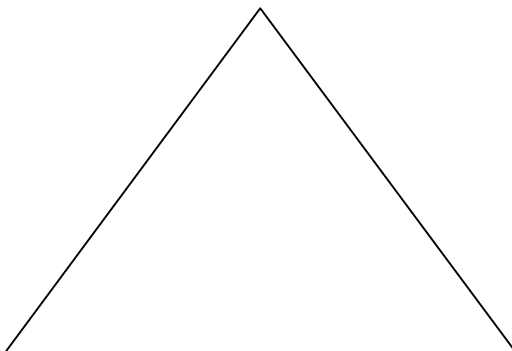
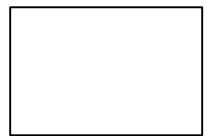
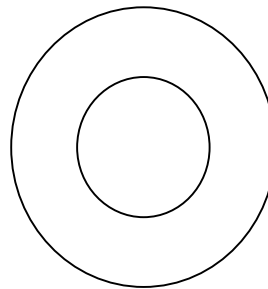
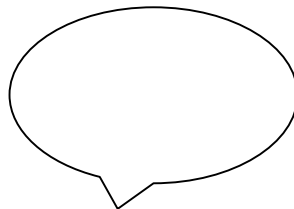
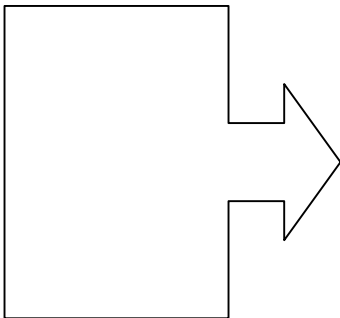
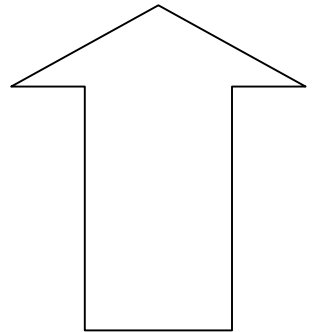
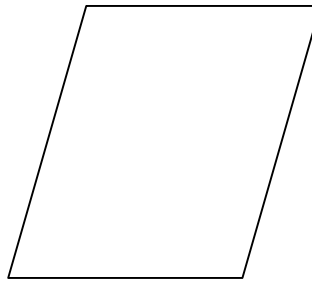
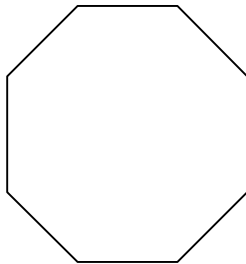
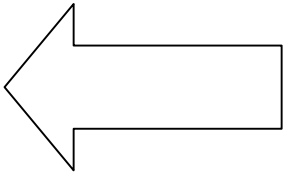
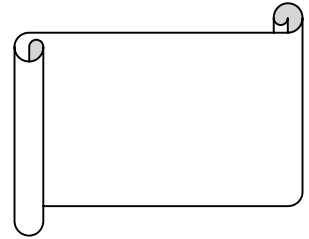
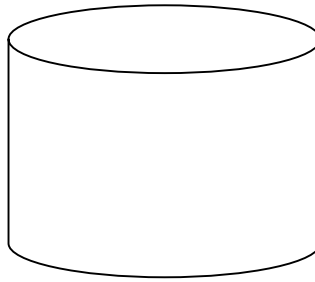
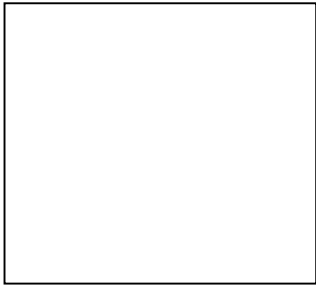
The Power of Full Engagement: Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal (Paperback)

by [Jim Loehr](#) (Author), [Tony Schwartz](#) (Author)

PUTTING IT ALL TOGETHER GRAPHICALLY!!!

A story about _____ and a relationship with time

(Review the past few pages and then place your insights about your relationship with time into or around the shapes that seem to fit... You don't have to use them all!)



Now let's explore the exciting world of **Time Mapping**

Here are the basic steps...

1	STOP , Understand and analyze your current relationship with time and the way you spend and use and prioritize it!!!
2	Identify & list the primary domains or zones in your life.
3	Identify SMART goals in each area.
4	On a separate sheet, for each area, write a brief statement to summarize why this is important to you.
5	Prioritize your goals so you are clear about what is most important to you.
6	Place your goals in objective form, with awareness and intention, into your time map
7	Reflect Revisit Review Revise
8	Post your Time Map
9	Celebrate!

Here are those STEPS in more detail for future reference...

Step 1

Chart and Analyze your current time use patterns.

Step 2

Identify & list the primary domains or zones in your life.

Include both your current reality and your ideal reality if the ideal might be different...

For example:

- faith/spiritual practices, attending worship, meditation, reading, reflection, prayer
- self care/wellness including fitness, nutrition, grooming, sleep;
- people time, family time, romance, community involvement, friendship
- home time, household responsibilities, puttering, shopping, decorating, homemaking, cooking
- work or school
- hobbies, lessons, sports, music or club involvement
- abundance – money management

Step 3

Identify SMART goals in each area.

Specific • Measurable • Achievable • Related to the goal • Time-limited

For example, a SMART goal in the area of fitness might look like this...

*“to participate in aerobic exercise (swimming, walking, treadmill)
for 45 minutes, 5 days/week”*

(You can tell if you did it! Just make sure there's a part under each letter of SMART in the CHART.

Yes... it's the SMART PART CHART!

Consider writing each domain on an index card, then adding goals and objectives to the card.

Or use the chart provided. Or simply use some paper.

Everyone is different – there is no one right way to do this.

Be fully present and do what works for you.

Step 4

On a separate sheet, for each area, write a brief statement to summarize why this is important to you.

You will refer back to this statement when you are wondering why the #\$\$%^&*! you put _____ into your time map and then can check in with yourself to see if your reason for including it in the first place still makes sense to you. This is a key step!

Step 5

Prioritize your goals so you are clear about what is most important to you.

Use head and heart working together.

Step 6

Place your goals in SMART form, with awareness and intention, into your time map

Start with the knowns and with your first priorities. Then make choices about where the other parts fit. Tape the maps together and do a first draft – working copy, in pencil.

Sleep on it.

Step 7

Reflect Revisit Review Revise

Consciously create your time map incorporating insights from others and changes that make sense to you.

Step 8

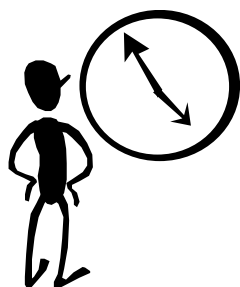
Post your Time Map in a place where it is useful for you as a friendly personal coach reminder, as a check in. It belongs to you. Share it with others who need to know your intentions in order to more effectively support you in your life, and invite input only if you really want it! Be clear about ownership.

There is no right or wrong here – only **your** perspective summarizing **your** intentions for use of **your** time. This is your customized tool to support you to be accountable to yourself and to manage your time effectively as you move steadily and consciously towards your goals.

Step 9! Celebrate!!!!!! CONGRATULATIONS!

It's About Time! • Facilitated by Jane Green • Page 15 of 30

Step 1 STOP, Chart and Analyze your current time use patterns. Here are 2 tools...



**Now, without apology, excuses or explanations,
honestly create your “current state of affairs” Time Map**
Fill in the parts that are fairly consistently happening, whether intentionally or not
at this time in your life... Remember there is no time like the present!

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 am							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
1 PM							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 PM							

Jane's Time Map 2003

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
1 am	Sleep	Sleep					Sleep			
2										
3										
4										
5										
6		Meditation, tea, stretching, yoga, tai chi								
7		Breakfast	Breakfast and grooming	Breakfast	Breakfast and grooming	Breakfast	A/J Time	Writing Workout		
7:45	SABBATH: A Day of rest and connection with faith, self and family No Work or Shopping	Leave for workout	To office PivotPoint Office Time	Leave for workout		A/J Time			Leave for workout	
8	Workout and walk home	Weight Watchers		To office	PivotPoint OfficeTime					Workout and walk home
9										
10	PivotPoint									
10:30	Travel to Mass									
11	Mass									
12	Lunch/brunch		Heading home	Charlie connect and Dinner preparation	Jane adventure and play time	Lunch/brunch				
1 PM										
2										
3										
3:30										
4										
5	Dinner Prep with Andrew & Dinner	Dinner Prep Pick Up Charlie from Climbing	Happy Hour & Dinner	Dinner	Cadets	Dinner	Jane & Charlie cook together Cookbook Time			
5:30					Andrew cooks!					
6		Dinner	RCIA	A/J Time						
6:30		Discretionary Time					Family Time			
7										
8										
9	Charlie to bed/discretionary time, reading, yoga, tai chi, prayer									
10	Andrew and Jane time, bath, reading									
11	Sleep									
12 PM										

Jane's Zones:

Success =Celebrating my Faith, Wellness, Intimacy, Magical connections, Adventure, Play

Step 2 Identify & list the primary domains or zones in your life.

Include both your current reality and your ideal reality if the ideal might be different...

My Zones

(use as many or as few of the boxes as you like!)

(You can do this for your whole life and or for your business and professional life with a magnifying glass... see Jane's example)

(Remember that as an entrepreneur, according to the "E-Myth Revisited", you will want to budget time for your business activities in 3 areas: technician, manager and entrepreneur)

Mountains should be climbed with as little effort as possible and without desire. The reality of your own nature should determine the speed. If you become restless, speed up. If you become winded, slow down. You climb the mountain in an equilibrium between restlessness and exhaustion. Then, when you're no longer thinking ahead, each footstep isn't must a means to an end, but a unique event in itself.

Robert M. Pirsig

Step 3

Identify SMART goals in each area.

The SMART PART CHART!

ZONE	Specific	Measurable	Achievable	Relevant or Related to the Goal	Time Limited
Fitness	<i>To participate in aerobic activity (swimming, walking, treadmill)</i>	<i>For 45 minutes</i>	☺	☺	<i>5 days/week</i>

Specific • Measurable • Achievable • Related to the goal • Time-limited

Step 4

On a separate sheet, for each area, write a brief statement to summarize why this is important to you.

Priority (Step 5)	My goal/zone	Is important to me because...
	Fitness	<i>It's about health, stress release and self esteem. Also that way I can keep up with my family and also connect with my friends.</i>

Step 5

Prioritize your goals so you are clear about what is most important to you.

Use head and heart working together.

Step 6

Place your goals in SMART form, with awareness and intention, into your time map

Start with the knowns and with your first priorities. Then make choices about where the other parts fit. Tape the maps together and do a first draft – working copy, in pencil.

Sleep on it.

Step 7

Reflect Revisit Review Revise

Consciously create your time map incorporating insights from others and changes that make sense to you.

Step 8

Post your Time Map in a place where it is useful for you as a friendly personal coach reminder, as a check in. It belongs to you. Share it with others who need to know your intentions in order to more effectively support you in your life, and invite input only if you really want it! Be clear about ownership.

There is no right or wrong here – only your perspective summarizing your intentions for use of your time. This is your customized tool to support you to be accountable to yourself and to manage your time effectively as you move steadily and consciously towards your goals.

Step 9! Celebrate!!!!!! CONGRATULATIONS!

OK! Great!

Workshop's nearly over...

What is ...



My Action Plan???

What action step will I take today to bring what I have learned into my life in a real way?

How will I know I was successful?

Who will I check in with?

When???

Time Management Articles for further learning!

- Tips On How To Schedule And Budget Your Time When It Seems You Just Don't Have Enough
- Newsletter Excerpt: Life Makeover: PLAY!!!
- Staying Focused
- Backwards Planning: The Key To Beating Procrastination
- Top Ten Time Management Strategies
- Time Management Strategies
- Personal Assessment: Time Management Behaviors
- Just Give Me Five Minutes
- Get Things Done--Take 21!

Tips on how to schedule and budget your time when it seems you just don't have enough

Don't be a perfectionist

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you.

Learn to say no

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

Learn to Prioritize

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections; a, b, or c. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B list. Try it or come up with your own method, but do it.

Combine several activities

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

Conclusion

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.

Newsletter Excerpt: Life Makeover: PLAY!!!!

by Cheryl Richardson

The true object of all human life is play." --G. K. Chesterton

Here in the northeast it almost feels like we're going from winter to summer with very little spring in between. On Friday, Michael and I decided to take the day off and have some fun. We saw an amazing movie (more on that later), explored the architecture of Boston (something we both love to do), and enjoyed just "hanging out" without any agenda or specific plans. Having fun is always such a good reminder of what it takes to stay balanced and sane in this crazy world of ours. We all need a little recreation and pleasure every now and then.

With the summer fast approaching, I thought it might be a good time to remind you about scheduling fun into your life. If it's been a while since you've enjoyed a bit of recreation, there's a good chance that you might have a hard time coming up with things to do. So, to help stimulate your thinking, I've created 5 "fun categories" below. It's a perfect time of year to grab the kids, the dog, your partner, or a good friend for some joyful activity. Trust me, you'll not only be a much better person to be around, you'll get more done with a fresh new "playful perspective." Here goes . . .

Category #1 - Nostalgic

What did you used to do that you haven't done in a while? Did you love to ride a bike, rollerskate, swim, sing or dance? Maybe you enjoyed competitive sports or hiking in the woods. Last week, while walking with a friend, I stumbled upon a beautiful old playground in the middle of a state park near my home. This park had a huge swing set (big enough for grown-ups), seesaws, and a long metal slide. As I sat on a swing and started to push off, I was instantly reminded of summer nights in my backyard as a young girl, swaying back and forth for what seemed like hours at a time. As a grown up spending time at this playground I had more fun than I ever could have imagined (although I must admit the seesaw was a little scary :).

Category #2 - Indulgent

What have you wanted to do for a while that feels too extravagant or excessive? Maybe you'd like to schedule a 2 hour massage, enjoy a weekend away from the kids with your girlfriends, or simply engage in the pure joy of eating a large chocolate chip ice cream cone with colored sprinkles.

You could even combine "nostalgic" with "indulgent" by chasing an ice cream truck in the neighborhood for your special treat (of course today you'll need more than quarters to buy it :).

Category #3 - Relaxing

The ability to relax is the hallmark of a well-balanced life. There's nothing like sitting in the sun watching the trees swaying in the breeze, fishing at a favorite lake, or playing catch with a friend. Some of my favorite summer days have been spent relaxing at the beach with my family.

Other fun ways to relax: watching clouds float by, napping in the back yard, or sitting in a comfy chair by a sunny window reading a good novel.

Category #4 - Playful

This category gives you permission to be goofy and silly. For example, can you still do a cartwheel or handstand? Why not go out to the backyard and give it a try? Have you ever changed the words to songs while singing in the car? If not, you may want to give it a shot the next time you're driving to the grocery store with the kids. If you have a tendency toward perfectionism, choosing playful activities is a great way to embrace the joy of imperfection.

Category #5 - Exciting

Activities that fully engage your senses are fun and exciting. For example, as I mentioned earlier, Michael and I went to see a great movie -- the new 3-D adventure film "Ghosts of the Abyss" about the expedition to the actual resting place of the Titanic, 12,500 feet below the surface of the ocean. The 3-D element made it feel like we were actually standing on the deck of the ship or traveling to the ocean floor. The movie was not only exciting, it was deeply moving, educational and inspirational all at the same time. I highly recommend that you add this experience to your list of fun things to do this summer.

What other forms of excitement would you like to experience this summer? Maybe you'd like to hike up a mountain, go deep sea fishing, or experience water skiing for the first time. The time for fun has arrived. Take the challenge below and get a head start on creating some favorite summer memories!

Take Action Challenge

As you read through the categories above, make fun a priority in your life by scheduling at least two activities into your calendar during the next month. Use your intuition as a guide and start by looking at the two or three categories that caught your attention first.

Staying Focused

The most common tip I've come across in my years of organizing is stay focused. This in itself is one of the hardest things for approximately 50 to 60 percent of our population to manage. Therefore, many ideas have been devised to help people focus. Here's one of my favorites:

Look around your home or office. Make two lists. The first is what NEEDS to be done and the second is what you WANT to be done. Obviously, the items on the NEEDS list will be the first things you tackle. Taking your personality into account, decide what task you think you could finish or almost finish in 5 minutes. Set your timer and begin. When the timer goes off, finish the last bit or stop completely and take a break. If you feel good and would like to continue, go for it! Set the timer for another five minutes. See if you can at least accomplish one or two tasks in the two five-minute periods. Usually, the majority of those who try this do more than they'd expected. Now sit back, relax for a minute or two and feel good about what you have accomplished!

If you did this every day for a week, just think about how much you could and would tackle!!!



**Hmmm
Where shall I start?**

Backwards Planning: The Key to Beating Procrastination

"Backwards planning" is a time management strategy designed to decrease the likelihood of the procrastination/cram cycle. It works like this:

Steps:

1. On a monthly calendar, write down all of the deadlines for your assignments (this includes, weekly readings, home work, quizzes, essays, exams, projects, etc.)
2. On the study planner write down each assignment and course, and then list the steps that you must follow to complete the assignment (see attached study planner for examples).
3. Then, plot those steps BACKWARDS on the calendar, assigning the LAST step to the day before the assignment is due. Continue to move up your list, plotting one or two steps on each day, until you have assigned all the steps to various dates on the calendar (see attached monthly calendar for examples).
4. Move on to your next assignment and repeat step #3. It's usually a good idea to plan your last assignment first.

Tips:

1. One key to successful "backwards planning" is step #2. **You must break down your assignments into small, realistic tasks, or you won't be motivated to complete them.** For example, if you have an essay due in one week, your first task should not be "write a rough draft" (too broad), but rather "pick a topic." Likewise, "study for Humanities" or "read over my notes" are too general. Consider exactly what tasks are involved in preparing for the assignment. If you have trouble with this step, make an appointment with the Learning Skills Specialist immediately.
2. Another important key to successful "backwards planning" is that you **plan IN ADVANCE!** Ideally, you should plot out the steps for a month's worth of assignments. But even planning for the next two weeks will make a difference.
3. Take note of heavy weeks, when you have multiple exams/projects due. **Make sure that if you plan to complete certain steps on certain days that you actually have the time to accomplish these steps.** For example, if you have listed a variety of steps for different assignments on a Saturday, but you work from 1pm-7pm on Saturdays, you must figure out how much time you need to accomplish each step. **If you can't fit it all in, move some of the steps BACKWARDS** to Friday or Thursday: don't push the steps forward to Sunday.
4. **Be realistic.** Don't set up a power study session on a Friday night when you know you have tickets to a concert. Allow extra time to accomplish tasks (give yourself 1 hour to read half a chapter in Macro, not 1/2 an hour).

Backwards planning works because it forces you to create internal deadlines, and because it only asks that you do the bare minimum each day to complete an assignment. Think about it: it's like deciding whether to jump to the 10th floor or take the steps. If you jump, you're likely to get exhausted and discouraged and probably will give up. If you take the steps, you'll reach the tenth floor and still have energy left.

Prepared by Dr. Sheryl Sawin

TOP TEN TIME MANAGEMENT STRATEGIES

If you want some concrete and productive steps to assure you that you will accomplish more in the time you have, achieve your goals and in less time and at the same time reduce your stress, you will want to implement the following strategies:

1. CREATE/DEVELOP YOUR “IMPORTANT” LIST

What do you value most? List them. Then prioritize the list. Then work on number one and don't go to the next one until you have completed number one.

2. CLARIFY YOUR GOALS (DAILY, WEEKLY, MONTHLY, ANNUALLY)

When developing these goals, make them SMART: specific; measurable; attainable; realistic but a stretch; time lines/target dates.

3. BEGIN EACH DAY WITH A REVIEW OF YOUR “IMPORTANT” LIST

We achieve what we think about most. Keep the most important ideas foremost in your mind.

4. END EACH DAY WITH “LBNT”

Review at the end of the day what you Liked Best and what you would do differently Next Time.

5. TACKLE THE UNPLEASANT THINGS FIRST

We all have “things” we don't like to do and yet their prompt completion is a major key to our success.

6. KEEP YOUR “MUST DO” LIST LIMITED

Limit the major types of tasks to no more than four per day, particularly if they require substantial time and energy. This avoids sabotage, frustration and overwhelms.

7. ASK YOURSELF....WHO ELSE CAN DO THIS?

Free up your time by delegating any and all tasks that can be handled by a capable person.

8. T+100 PERCENT

Estimate how much time you will need for a task and then add 100 percent more time. You will need it. Plan for interruptions.

9. TOUCH IT ONLY ONCE

Mail, magazines, journals, memos have a way of consuming huge amounts of time. Stop the paper shuffle. Incoming “paper” can be filed in one of four ways: Immediate—take care of it now!; This week—separate folder and work on it this week; Next week—separate folder and address the issues next week; and When I have the time—only mess with this when you have nothing better to do.

10. YOU CHOOSE

You determine the optimal use of your time. Time management, really EVENT management is a personal choice. Rather than let situations dictate your precious time, formulate a mind set that has YOU deciding what is most important. Choose to control your own life.

Dr. Arndt is a Dental Coach. He works with dentists and dental teams to be highly profitable and completely fulfilled in their personal and professional life. What that means for them is less stress, more time, more money and a healthier business. As a businessman and entrepreneur, he blends 20 years of clinical dental practice, five years of executive corporate experience in the financial planning and investment management industry with his graduate business training and hands-on experience. He delivers his highly personalized Coaching to doctors throughout the United States utilizing scheduled telephone calls, e-mail and fax. To learn more about his telephone Coaching techniques, his group TeleClasses or to subscribe to his newsletter, contact Coach Ron at DrRon@DrArndt.com

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Time Management Strategies

Factors To Include in Your Time Plan - There are some basic factors that all schedules need in order for them to be realistic and effective:

PRIORITIZE. Write down all your tasks. Sort them into three groups: 1's, 2's, and 3's. The 1's are essential: do them first. The lower level priorities can usually wait.

WORK TIME. Decide how much time the task requires, and how much energy. You may wish to include the task's priority level to help make this decision.

RELAX. Regularly plan time to relax and get it together. This time may range in units of 10 minutes to whole days according to your needs. You've earned this time off.

EXERCISE. Exercise is essential for superior academic performance. Your brain would not function well if your body is tired. Stress reduces performance. Workout regularly.

FLEXIBILITY. Allow extra time for UnForeseen Obstacles (UFO's) that are bound to arise. Something almost always comes up to derail your efforts. Allow for it.

FLOATING TASKS. Floating tasks can be done anywhere, anytime. Carry around a book that you need to read, some cards to review, a letter that you need to write.

SURVIVAL. Self-sacrifice and denial are necessary during midterms and finals weeks. Scrap everything that's not absolutely essential for survival.

Compromise - Sometimes drastic change isn't necessary. Learning to compromise can make your life more effective. Try the following suggestions:

RE-PRIORITIZE. Change the importance of various tasks. Reconsider the number of hours of work you're willing to spend per week, the number of hours you want with the family, and the number of hours for yourself. Are you trying to do too much?

POSTPONE. Determine the priority of each activity or task and postpone lower level tasks.

DELEGATE. Get someone else to do it. Ask someone to take notes for you while you go to a doctor's appointment. If you're a good writer but a poor typist, hire a typist!

SPEED UP. Sacrifice excellence for expediency. Get it done!

GIVE UP. Drop the activity all together. There is nothing wrong with accepting your limitations and giving up. Strengthen your skills in that area and then try the class again.

DO IT DIFFERENTLY. Look at anything you do and ask, "Is there another way I can do this?" "Why am I doing this job this way?" "Why am I walking in this direction?" "Why is this room arranged this way?" "Is there a place where I seem to work more effectively?" Or, you may wish to subdivide tasks differently. Leave a certain task out. Spread the task out over different lengths of time. Cut back on certain sub-tasks and concentrate on others. Whatever you may choose, doing it differently often helps to do a task more effectively.

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Personal Assessment: Time Management Behaviors

Do the following behaviours appear in your life? *Always Often Sometimes Seldom Never*

1. I read selectively, skimming the material until I find what is important and highlighting it.
2. I make a list of tasks to accomplish each day.
3. I keep everything in its proper place at work.
4. I prioritize the tasks I have to do during that day according to their importance and urgency.
5. I concentrate on only one important task at a time, but I do multiple trivial tasks at once (like signing letters while talking on the phone).
6. I make a list of short five- or ten-minute tasks to do.
7. I divide large projects into smaller, separate stages.
8. I identify those tasks which produce the greatest results.
9. I do the most important tasks at my best time during the day.
10. I schedule some time during each day when I can work uninterrupted.
11. I don't procrastinate. I do it today when it needs to be done.
12. I keep track of the use of my time (with devices such as a time log).
13. I set deadlines for myself.
14. I do something productive whenever I am waiting.
15. I do redundant "busy work" at one set time during the day.
16. I finish at least one thing every day.
17. I schedule some time during the day for personal time alone (for planning, meditation, prayer, exercise).
18. I allow myself to worry about things only at one particular time during the day, not all the time.
19. I have clearly defined long-term objectives I am working toward.
20. I continually try to find little ways to improve my efficient use of time.

As a Manager...

1. I hold routine meetings at the end of the day.
2. I hold all short meetings standing up.
3. I set a time limit at the outset of each meeting.
4. I cancel meetings that are scheduled but are not absolutely necessary.
5. I have a written agenda for every meeting.
6. I stick to the agenda and reach closure on each item.
7. Someone is assigned to take minutes and to watch the time in every meeting.
8. I start all meetings on time.
9. I have minutes of meetings prepared immediately after the meeting and see that follow-up occurs promptly.
10. When employees come to me with a problem, I require that they suggest solutions.
11. I meet visitors to my office outside the office or in the doorway.
12. I go to employees' offices when feasible so that I can control when I leave.
13. I leave at least one-fourth of my day free from meetings and appointments I can't control.
14. I have someone else who can answer my calls and greet visitors at least some of the time.
15. I have one place where I can work without being interrupted.

16. I do something definite with every piece of paper I handle.
17. I keep my workplace clear of all materials except those I am working on.
18. I delegate tasks to others.
19. I specify the amount of personal initiative I want others to take when I assign them a task.
20. I am willing that others get the credit for tasks they accomplish.

Just Give Me Five Minutes

By Dinah Monahan

Five minutes - hardly a block of time big enough to even notice. If we're five minutes early or late we see ourselves as "on time." If we only have five minutes left we are "out of time." If we have five minutes before something starts, it's starting.

But, five minutes, all by itself, can make a very large difference in our continual struggle to "keep it all together."

If you are like me, you put up with disorder, telling yourself you'll get to it tomorrow, you'll clean it later, you'll get to it when you have time, etc. I'm not talking about big messes or routine cleaning, but rather the "mini-messes" that seem to be all around people like us. You'll find these in corners, counter cubbies, junk drawers, closets, and surfaces that just seem to collect piles. I think it is self-preservation for a Type B person like myself to look at, but not really see these piles. It's as if they become invisible.

Take my desk for instance. It stays a mess. Little doo-dads and odds-and-ends of papers are scattered where I dropped them because I had no where to put them. Important papers are piled because I can't throw them away so "I'll file them later." Do I like it this way? Not really. I would like my desk to be clean. But, I just never seem to get to it.

Before I started this article I decided to do an experiment. In seminars, one of the hints I give is called the "Five Minute Rule." I have used it occasionally but never consistently. So, I decided to put this rule to the test. I tackled some annoying but unimportant tasks and allowed myself only five minutes working at top speed. I started with my desk.

Wow! What a difference five minutes made. I tossed, filed, put away, sorted and returned everything on my desk in five minutes. Even I was surprised.

Next I looked at my office with a critical eye. When I took time to really see what I was looking at, I saw boxes on the floor, papers in corners, cobwebs in crannies and junk in cubbies. All of these things "bugged" me but I quickly went into my "gonna get to it" mode which eases my conscience while not committing me. In five little minutes I got rid of boxes that had been sitting in the same place for over a month, I straightened crooked pictures, picked up paper, returned old coffee cups... well, you get the idea. Five minutes took care of things that had nagged at me for months.

Wow. This was motivating. Looking forward to the next five minute cleaning frenzy I turned my attention to my car. Waiting while I get my gas pumped I decided to make use of that "down" time. So, I straightened my tapes dusted the dash, picked up the big trash, got the little junky things that pile up on car floors into a bag and tossed it all into the station's trash can. The feeling I had was exhilarating.

This has made me look at the lowly five-minute block of time in a whole new light! The next time you look at little messes and feel overwhelmed or find yourself saying, "I'll get to that..." ask yourself what you could get done in five minutes and go for it. You'll be amazed at what you accomplish!

Get Things Done--Take 21!

by Maria Gracia

Ever begin doing something that you do for a few days, and then simply stop doing it?

For example, let's say you promised yourself that you were going to file papers immediately before they got out of hand, but then something else came up, and the next thing you knew, you had another pile of papers that needed to be filed.

Or perhaps, on January 1 you made a vow to yourself to exercise for 20 minutes every day. You exercised for a few days. But then, by January 5, you gave up.

This happens to everyone on one occasion or another. But, you really can start getting things done!

Next time you really want to do something, and you want to actually start and continue doing it, realize that doing it for one, two, or even three days in a row is usually not enough.

It takes at least 21 days to form a habit. This means that you have to do something at least 21 times before it begins to become part of your everyday routine.

So . . .

1. Decide exactly what you want to do. Write it down and post it where you can see it every day, like your bathroom mirror. Be as specific as possible.
2. Schedule time to do what you want to do. Again, it takes 21 days to form a habit, so schedule at least 21 days on your calendar and don't let anything get in the way of your schedule. If you miss one of your scheduled days, it's best to start over and schedule another 21 days. You must be consistent and dedicated to doing what you want to do.
3. Once you reach your 21 days, congratulations! Don't stop now though, schedule another 21 days, and then another and so on, until you do those things you want to do, without even thinking about them . . . like brushing your teeth.

by Maria Gracia - Get Organized Now!

Want to get organized? Get your FREE Get Organized Now! Idea-Pak, filled with tips and ideas to help you organize your home, your office and your life, at the Get Organized Now! Web site

