

Some Tips on Time Management - How to Better Manage your Time

By Craig Lock

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Article Title: Some Tips on Time Management - How to Better Manage your Time

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Line Space: 60 characters (approx)

Category (key words): Self Help, Personal Growth, Time Management,

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"We share what we know, so that others may grow."

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SOME TIPS ON BETTER MANAGING YOUR TIME

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DECISION GUIDE

Ask yourself:

1. Does what I am doing add value to my life (and times of pure fun and relaxation are essential too)?
2. What will happen if I don't do it?
3. Can I delegate it?
4. Can I spend less time on it?

TIME WASTERS

1. Telephone Interruptions
2. Drop-in Visitors
3. Meetings
4. Crisis Management
5. Lack of Objectives, Priorities a Daily plan
6. Cluttered Desk, Personal Disorganisation.
7. Ineffective Delegation
8. Attempting too Much at Once
9. Lack of Clear Communication
10. Inadequate, Inaccurate Delayed Information
11. Indecision and Procrastination
12. Confused Responsibility and Authority.
13. Inability to Say "No".
14. Leaving Tasks Unfinished
15. Lack of Self-Discipline

MORE COMMON TIME WASTERS (IN RANK)

1. Planning (lack of).
2. Priorities (lack of)
3. Telephone interruptions
4. Disorganisation/cluttered desk
5. Procrastination
6. Visitors
7. Lack of Self Discipline
8. Ineffective delegation
9. Attempting too much
10. Inability to say 'No'

The 80/20 Principle

20% of activity gives 80% of results and 80% of activity gives 20% of results (known as the Pareto Principle).

- * Focus on the important few activities, not the trivial many.
- * Don't procrastinate
- * The key is self discipline.
- * "First we make habits, then habits make us."

TIME TIPS FOR THE BUSY

Get the news only once a day - in only one form - read the paper or watch television or listen to the radio, but vary the form so you don't get the news through one bias. Don't worry about or spend time on things irrelevant to you, eg.. reading every bit of the newspaper.

Unless it is crucial for your business, the news is not only depressing (don't worry about it, unless you can do something about it), but it gives a distorted picture of life.

If you can't sleep, don't waste time lying in bed. Get up and do something.

Use an answer phone.

Walk out of a poor movie or show. You've already wasted the money - so don't waste the time as well.

Plan your leisure. Don't expect your free time to fall into place by itself. Plan your weekends as carefully as you plan your weeks...and it's OK to do nothing.

Don't read a book, just because it has been given to you- if it doesn't interest you, give it to someone who would be interested.

Stop going to social events you would rather avoid - life's too short. On the other hand, don't miss a social event you would enjoy just because you feel tired. If you enjoy something it revitalises you. But remember - there is usually work tomorrow!

"Never hurry - and don't worry - and don't forget to stop and smell the flowers."
- Walter Hagen, American Golfer

"What I do with this day is important, because I have exchanged a day of my life for it."

Take rest; a field that has rested gives a beautiful crop.
- Ovid

I very much like the words of the Simon and Garfunkel song: "Slow down, don't you go so fast" from 'Feeling Groovy'. Not that I feel that way here in "Sleepy Hollow" in the beautiful country that is Godzone!

So just take and plan your time carefully.
Always remember,

"Yesterday is a cancelled cheque. Tomorrow is a promissory note.
Today is ready cash, cash in hand. Use it well - spend it!"

- John W. Newbern

WHEN YOU TAKE CONTROL OF TIME, YOU TAKE
CONTROL OVER YOUR LIFE.

Craig Lock

"Information and Inspiration distributor"

P.S: Treasure Each Moment

To realise the value of ONE YEAR
Ask a student who has failed his exam.

To realise the value of ONE MONTH
Ask a mother who has given birth to
a pre-mature baby.

To realise the value of ONE WEEK
Ask an editor of a weekly.

To realise the value of ONE DAY
Ask a daily wage labourer.

To realise the value of ONE HOUR
Ask the lovers who are waiting to meet.

To realise the value of ONE MINUTE
Ask a person who has missed the train.

To realise the value of ONE SECOND
Ask a person who has survived an accident.

To realise the value of ONE MILLI-SECOND
Ask the person who has won a silver
medal in Olympics.

Treasure every moment that you have!

Author's Note:

This extract is from Craig's first published book HANDBOOK
TO SURVIVE - a collection of writings on various subjects
to help every man or woman survive in a rapidly changing,
uncertain world.

Craig's books are available at:

<http://www.nzenterprise.com/writer/books.html> and
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"If you have knowledge, let others light a candle to it."
(That's a metaphor, btw)

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