

How Investing Just 8 Minutes Per Day Can Result In You Attaining An Additional One Hour Per Day!

By Andrew Laing & Gary Wilkinson

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Andrew Laing & Gary Wilkinson
ajglobal@btinternet.com

The Affiliates Club <http://www.theaffiliatesclub.com>

"He who sows not in spring, shall not reap in autumn"
(Proverb)

The better we organise our time (i.e. plan), the better we can use our time for attaining our personal and professional objectives. Planning means preparation for the realisation of objectives.

The main advantage of planning your work is this:

Planning Means Saving Time.

Experience in business shows that the more effort dedicated to time planning, the less time is necessary for execution, and time is saved in the long run.

Just eight minutes of preparation for each working day and consistent follow-through based on your planning can result in an additional one hour per day for more essential things.

The most important rule in planning is to put things in writing.

* Schedules of which you have 'only made a mental note' are harder to control (out of sight, out of mind), and it is easy to stray from them.

* Written schedules mean a reduced workload for your memory.

* A written plan has the physiological effect of inducing self-motivation in your work. Your activities when carrying out your everyday routine become more goal-orientated, and you are more inclined to adhere to the set tasks for the day.

* As a result, you are less easily distracted (concentration) and are more likely to persist in carrying out the tasks you have planned than you would be without the fixed guidelines in the form of a daily routine.

* By checking daily results, you keep track of tasks not yet carried out (which should be transferred to another day).

* Furthermore, you can increase your success by establishing better estimates of your time needs and distractions, and by allowing for more realistic buffer times for unforeseen events.

Written schedules, kept in a separate folder, provide automatic documentation of the work, which you have performed, and in certain cases can serve as evidence and a record of your activities - or of your inactivity (or inability to act).

What prevents you from writing a list of the tasks that you wish to carry out?

Some people may say that they just don't have the time to write a list of task.

Is that how you feel? If so, read the following story about 'The Saw'.

A hiker, strolling through a wood, met a lumberjack frantically and laboriously sawing a fallen tree trunk into smaller pieces.

The hiker approached the lumberjack to see why he was struggling so hard with his work, and then commented: "Excuse me, but I couldn't help noticing that your saw is completely blunt! Wouldn't it be better to sharpen it?"

Completely out of breath, the lumberjack groaned: "I don't have time - I have to get this sawing finished!"

When do you intend to sharpen your saw?

Andrew Laing And Gary Wilkinson
Co-Owners of The Affiliates Club

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