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## Gain control of your time with Time Management

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We have all heard people say, "I don't have enough time to get everything done." Then there are those that will say, "Just a sec; wait a minute; I'll be with you shortly; can it wait until tomorrow? I'm really busy right now." We have all heard these time sensitive excuses. We all get 168 hours each week and how we deal with that time is called Time Management. It begins with planning and having an understanding of "What is the most important thing I should be doing right now?" There is no magic to Time Management - only planning and executing what is most important in your business and personal life. Follow the suggestions below to gain control of your time:

- Make the telephone your best friend. It can take you to dozens of places each day without having to drive anywhere. If you must leave a voice mail message, fill it with your brand of enthusiasm. Confirm all appointments by phone before leaving the office.

- Overcome telephone reluctance - that fear some folks get when they reach for the phone and their hands shake or their mouths get dry. The best way to overcome the fear is to write a short (20 to 30 second) script in your own words, so you know exactly what you plan to say when calling someone. Don't read it - just use it as a guide.
- Beat procrastination by admitting that you have been procrastinating. Make a list of all the things you have done to procrastinate and post it at your desk where it can be seen - then mandate not to do those things again.

- Write everything down rather than relying on memory. Use note pads, PDA's, the new iPhone or whatever works for you. Create "To Do" lists and prioritize the line items, both business and personal. Then create "Action Plans" from the "To Do" list that require multiple steps to ensure success. Focus on achievement. Learn how to say no. Ask for 24 hours before committing to anything. Make a list of bad habits that steal your time and eliminate them. Replace each with a good habit. Concentrate on results, not on being busy.

- Schedule effectively by looking at the available time and plan how to use it to achieve your goals. Preserve "White Space" or open time to deal with the unexpected. The bad news is that time flies. The good news is you're the pilot.

- Eliminate time wasters, such as interruptions, hopeless people and poor delegation skills.

- Eliminate or reduce stress with Time Management techniques. Stress is manifested in your irritability, fatigue, lack of concentration, forgetfulness, loss of sleep, physical disorders or depression. Planning your day or week actually saves time in the long run and will reduce stress. Learn your stress signs and ask a friend, co-worker or boss for some help. Time Management will give you the feeling of being in control. Get a massage periodically. Really!

- Techniques to manage stress include: Talking to someone; ask your boss if you are doing okay; cut down on caffeine, sweets and alcohol; write status reports about your accomplishments.

- Have gumption! Described in Merriam Webster's Dictionary as "shrewd commonsense or enterprise or initiative." It's picking yourself up and determining to be happier.

\*â€œForce yourself to plan. If you fail to plan, you are by default, planning to fail.

\*â€œ,"Your happiness ultimately comes from the way you work, not where you work," declared Russell Simmons, American entrepreneur.

\*â€œLove your work. Work can either be the most powerful source of energy in our lives or the biggest drain imaginable.

\*â€œScrimmage for ten minutes each dayâ€œ!spend ten minutes each day working on a goal that will boost performance.

\*â€œAttempt to converse with people internally and externally, face to face rather than e-mailing or telephoning. You will get more accomplished and won't waste time with electronic communications volleys.

\*â€œIs your life built around putting out fires or building fires?

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