

# Managing Time Well: With Success In Mind



"Lost time is never found again." ~ Benjamin Franklin

We all have the same amount of time, yet it often seems that some people manage to do so much more with their time. With the busy modern life that we are all plugged into time management can for some individuals be a real source of stress.

So, to achieve your goals and as we say, "To be all that you can be", getting our time under control is something worth thinking about. Psychologists tell us that having a "sense of control" is one of the keys to feelings of happiness, confidence, power, and personal well-being. Of course, believing that we have some form of control is only possible when we have some form of successful time management.

"Time is the school in which we learn, time is the fire in which we burn." ~ Delmore Schwartz

**Decisions, Choices and The Life We Have:** I am reminded of the NLP Presupposition, "If you always do what you have always done, you will always get what you have always had". The choices and decisions we make from day to day, week to week and year to year combine to create our life, right up to this moment. Is this, the life you have that one you had planned for? To change or improve your life in any way, you have to make new choices and new decisions that are more in alignment with who you really are and what you really want. Be clear about what it is you want to change and take the first step, and remember any new behaviour and life style will take time to implement.

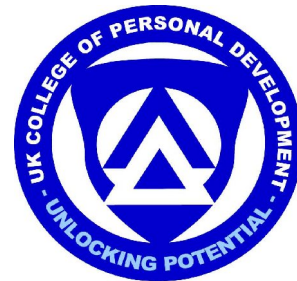
It may sound simplistic, but the truth is the basic tool of time management is a list, organising by your personal priorities the things you need to do and more importantly **the things you want to do**. Used as a regularly updated tool the simple "to do" list is an excellent personal time management system.

It's been said before, you can't manage or control time; you can only manage and control yourself. That is why time management requires self-discipline, self-control, and self-mastery. We must be mindful of the choices and decisions we make and deem necessary to enhance the quality of our life and work. Remember, you **MUST** follow through on your decisions with **ACTIONS**.

**Planning & Time:** Jim Rohn said it best, "Never start a day till it's finished on paper". Setting a small amount of time aside each week to plan our coming week sets us up for success. The act of writing down the things we want to have happen engages our unconscious mind and we become more creative in finding solutions to problems and find new ways of completing tasks.

The key is in not spending time, but in investing it. ~  
Stephen R. Covey

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Histories make men wise. ~ Francis Bacon

**Actions Are The Fuel of personal Success:** wishing for a better life will not on its own make that much difference. We MUST take action, regularly looking at how we use our time and where our energy is spent. For the coming year set yourself personal goals that will enrich both your life and the lives of those you love.

To accomplish these worthy goals separate the Urgent actions from the less so, make your list and then take action. Spend a little time reflecting on your list, analyze your list and select those items that can have the greatest possible consequences in your life and the lives of those you love.

With a little discipline you will master your time and enjoy success in both your personal and professional life. For more info on this and our other personal development programs simply visit our website: [www.ukcpd.net](http://www.ukcpd.net)

Ordinary people think merely of spending time. Great people think of using it. ~ Author Unknown

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