

## HOW TO GET CONTROL OF YOUR TIME AND YOUR LIFE

1. I count all my time as “On-Time” and try to get satisfaction (not necessarily accomplishment) out of every minute.
2. I try to enjoy whatever I am doing.
3. I’m a perennial optimist.
4. I build on successes.
5. I don’t waste time regretting my failures.
6. I don’t waste my time feeling guilty about what I don’t do.
7. I remind myself: “There is always enough time for the important things.” If it’s important I’ll make the time to do it.
8. I try to find a new technique each day that I can use to help gain time.
9. I get up at 6 a.m. during the week (and go to bed early).
10. I have a light lunch so I don’t get sleepy in the afternoon.
11. I don’t read newspapers or magazines (except occasionally). I do glance at the headlines at the newsstands to keep up on the world.
12. I skim books quickly looking for ideas.
13. I have my office close enough to my home to be able to walk to work. But when I’m lazy or in a hurry I drive.
14. I examine old habits for possible elimination or streamlining.
15. I’ve given up forever all “waiting time.” If I have to wait I consider it a “gift of time” to relax, plan or do something I would not otherwise have done.
16. I keep my watch 3 minutes fast, to get a head start on the day.
17. I carry blank 3 x 5 index cards in my pocket to jot down notes and ideas.
18. I revise my lifetime goals list once a month.
19. I review my lifetime goals list every day and identify activities to do each day to further my goals.
20. I put signs in my office reminding me of my goals.
21. I keep my long-term goals in mind even while doing the smallest task.
22. I always plan first thing in the morning and set priorities for the day.
23. I keep a list of specific items to be done each day, arrange them in priority order, and then do my best to get the important ones done as soon as possible.
24. I schedule my time months in advance in such a way that each month offers variety and balance as well as “open time” reserved for “hot” projects.
25. I give myself time off and special rewards when I’ve done the important things.
26. I do first things first.
27. I work smarter rather than harder..
28. I have confidence in my judgment of priorities and stick to them in spite of difficulties.
29. I ask myself, “Would anything terrible happen if I didn’t do this priority item?” If the answer is no, I don’t do it.
30. If I seem to procrastinate I ask myself: “What am I avoiding?” –and then I try to confront that thing head-on.
31. I always use the 80/20 rule.
32. I start with the most profitable parts of large projects and often find it is not necessary to do the rest.
33. I cut off nonproductive activities as quickly as possible.
34. I give myself enough time to concentrate on high priority items.
35. I have developed the ability to concentrate well for long stretches of time (sometimes with the aid of coffee).
36. I concentrate on one thing at a time.
37. I focus my efforts on items that will have the best long-term benefits.
38. I keep pushing and am persistent when I sense I have a winner.
39. I have trained myself to go down my To Do List without skipping over the difficult items.
40. I do much of my thinking on paper.
41. I work alone creatively in the morning and use the afternoons for meetings, if necessary.
42. I set deadlines for myself and others.
43. I try to listen actively in every discussion.
44. I try not to waste other people’s time (unless it’s something that really matters to me).
45. I delegate everything I possibly can to others.
46. I make use of specialists to help me with special problems.
47. I have someone screen my mail and phone calls and handle all routine matters.
48. I generate as little paperwork as possible and throw away anything I possibly can.
49. I handle each piece of paper only once.
50. I write replies to most letters right on the piece of paper.
51. I keep my desk top cleared for action, and put the most important thing in the center of my desk.
52. I have a place for everything (so I waste as little time as possible looking for things).
53. I save up all trivia for a three-hour session once a month.
54. I try not to think of work on weekends.
55. I relax and “do nothing” rather frequently.
56. I recognize that inevitably some of my time will be spent on activities outside my control and don’t fret about it.
57. I keep small talk to a minimum during work hours.
58. I look for action steps to be taken now to further my goals.
59. I’m continually asking myself: “What is the best use of my time right now?”