

TIME MANAGEMENT

Time. We all seem to want more. Can we have more? Why is it that some people seem to get everything done and others are always behind? Is it their level of expectation in life or possibly they are trying to take on too much? Some people are caretakers and this requires extra time in their schedule. Do people manage their time effectively? If we don't consciously stop and think about how we are going to get all of our needs and the needs of the other's in our lives met, we might not have an effective plan how to do so.

Planning takes some thought, time and effort to have it work effectively. Are there things you need to plan out better so they can go well?

Do you have a PDA, day planner, computer program to manage and organize your day? Do you remember to look at it?

The better we take care of ourselves and the more support we can get in our lives, the better we can feel and function.

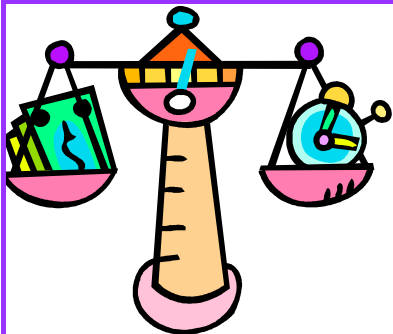
*"I recommend you take care of the minutes and the hours will take care of themselves."
-Earl of Chesterfield*



*"The only reason for time is so that everything doesn't happen at once."
-Albert Einstein*

Some people are always late, others early and still others on time. Do you fall into any of these categories? And there are those who will miss an event entirely.

Do you tend to keep your word, your commitments, your responsibility? If not, why not? Are you known as someone reliable? Or does that area of life need some attention and work?



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*"For time and the world do not stand still. Change is the law of life. And those who look only to the past or the present are certain to miss the future."
-John F. Kennedy*

-John F. Kennedy

*"A man who dares waste one hour of time has not discovered the value of life."
-Charles Darwin*

-Charles Darwin

What would make you more conscious and have more mastery in these areas? What would life be like if you had facility with these domains? Do you need help in learning your blocks and overcoming them? Maybe you need a new structure and plan.

Time Saving Tips

- 1. Carry a calendar!** *Either electronic or traditional, you can plan on the spot.*
- 2. Write it down!** *This insures you don't double book, are reminded and can be on time.*
- 3. Plan each day!** *Start the day by going over what is written down and/or in your calendar.*