TIME MANAGEMENT = LIFE BALANCE

What if?

You could gain at least two productive hours per day? What could you accomplish with two extra hours if you were able to focus and concentrate on completing high-value tasks?
Do the math! 2 hours x 5 days/week = 10 extra hours a week
10 hours x 50 weeks/yr = 500 extra hours/yr
500 hours = 12 forty-hour weeks
(or 3 extra months!)
What if?

You could increase your productivity, performance, and income by at least 25 % over the next year? If you increase your productivity by 25 % or more, you must eventually earn and be paid 25 % more!

Learn to leverage the power of time, and have a greater sense of control over your work and you personal life. You will feel like the master of your own destiny, and a power in your own life. Read Brian Tracy's *TIME POWER* for systems for getting more done in less time! And, if you learn to leverage your time, you can manage your Life Balance.

1. First Step:

   Time management behaviors are a matter of choice. You choose to be efficient or you choose to be disorganized. You choose to focus on your high-value tasks, or you choose to spend your time on activities that contribute little value. You are always free to choose.

   A. Action steps:

      a) Decide you are going to become an expert in time management.
      Examples of affirmations: "I am excellent at time management!"
      "I am always punctual for my appointments! I use my time well!"
      b) Mentally rehearse. Recall and recreate memories and pictures of yourself when you were performing at your best. In athletic training, this is called "mental rehearsal."
      Example: Create a picture of the coming event and see it

unfolding perfectly in every respect. See yourself as calm, positive, happy, and in complete control. See the other people doing and saying exactly what you would want them to do if the situation were perfect.
Then, breathe deeply, relax, and just let it go, as if you had sent off an order and the delivery is guaranteed, exactly as you pictured it. With practice, these pictures will "lock in." You will see yourself as you would be if you were one of the best-organized and most efficient people you could imagine.

B. Three Self-Esteem Builders

Tracy states that "perhaps the most important part of the psychology of time management and the role that your self-concept has in determining your performance and behavior is the impact of your self-esteem in determining everything that happens to you."

1) Determine your values.
2) Strive for mastery.
3) Know what you want.

The very act of living your life consistent with your values and using your time effectively and well improves your self-image, builds your self-esteem and self-confidence, and increases your self-respect.

Everything that you learn about time management and then apply in your work causes you to feel more in control of yourself and your life.

The third factor that directly affects your self-esteem involves your current goals and the activities that you take to achieve those goals. When you are working at something that you believe in, and that is consistent with your natural talents and abilities, you like yourself more and you do your work better.

II. Second Step

A. Goal Setting

Goal setting is not complicated. It begins with a pad of paper, a pen, and you. Writing your goals down changes your life—sometimes in dramatic and unexpected ways. As Zig Ziglar says, "Written goals transform you from a wandering generality into a meaningful specific."

1. Clarity is essential! Make a list of ten goals for the coming year in every area of your business and personal life. Write in the present tense, as if you have already achieved the goal.
2. Set a specific deadline for achievement of this goal.
3. What action steps are needed to achieve this goal? Make a list.
4. Organize your list into a plan. Decide what must be done first.
5. Support? Determine the additional knowledge and skills you will require, and whose help you will need. Be specific.
6. Take action on your most important goal, and resolve to do something every day that moves you one step closer to achieving it. Never, ever give up!

B. Your Highest Goal

Peace of mind is the greatest human good, and the goal of all human activity. You should select peace of mind as your highest goal and organize your entire life around it. It is only possible when your life is perfectly in balance.

1. Trust your inner voice. Listen to the "still, small voice" within.
2. Work and family require two different types of time. Work requires 'quality" time. Set priorities and discipline yourself to focus on the most valuable use of your time. Work is aimed at achieving concrete, measurable results for yourself and other people.
3. Relationships, however, require "quantity" time. They require long, unbroken periods of time, in 30, 60, and 90 minutes, or even longer, where you allow ample space for the relationship to unfold and develop. You cannot rush an important relationship. There is no such thing as an efficient family life. Some of the most pleasurable and enjoyable moments can occur unbidden and unexpectedly.

C. Take Care of Yourself—Keep life in Balance

1. Invest time in physical fitness: walking, running, swimming, golfing. Engage in aerobic exercise three times a week to perform at your best.

2. If ever you feel that you are too busy to exercise, it means that your life is out of balance. Whenever you feel that you are on a treadmill that you cannot get off because you have too much to do, it means that you are approaching the breaking point. Whenever you feel that you cannot stop, nature is telling you that you must stop as soon as possible. Take frequent breaks to stretch, go for a walk, change your position. Going for a walk during the day will do more to ensure that you are alert and productive in the afternoon than almost any other activity.
3. Maintain high levels of mental energy. Get a good night's sleep, eat well for high energy, take time off to rest and relax. Sometimes, the most important thing you can do it nothing. Take one or two days off from work each week, and resolve to do nothing work-related on those days. Take time to sit back, think, reflect, and adjust your goals and priorities. Be sure that your goals are congruent with your values.
4. YOU can only manage yourself. In developing your philosophy of time management, continually remind yourself that you cannot manage time. You can only manage yourself. Time management is life management. Time Management requires self-control, self-mastery, and self-discipline. Time management behaviors and disciplines are skills that you can learn through practice and repetition. Eventually, your ability to manage yourself and your life will become automatic and easy.

   Time management is a lifestyle that must be practiced every hour, every day, all the days of your life. It is the one habit, the one discipline that is essential to everything else you want to achieve. With excellent time management skills and practices, there are no limits.

Source: ***TIME POWER*** BY BRIAN TRACY, one of American's top business speakers.