



Tyme Management™

Loosen the Grip Time Has on You

Are you so busy that you feel you couldn't squeeze another minute out of your schedule? Hectic schedules and lack of time are two of the most common complaints people have today.

Allowing time to have a stronghold on you can cause loss of productivity, limits on success, stress, and even health problems such as high blood pressure and heart conditions. **Here are ways to loosen the gri of time on you:**

- ◆ Assess your daily activities and if they contribute to your short- and long-term goals, keep them. If not, eliminate them when possible.
- ◆ Avoid scheduling every minute of your day. Give yourself a few minutes before meetings, appointments, or projects to "rest" your mind and prepare for the next task.
- ◆ Understand your personal body clock. Identify the times of the day when you perform best.
- ◆ Slow down. Don't demand so much from yourself and others. Know the difference between necessary haste and impatience.
- ◆ Whenever a new activity is added to your schedule, look for an old activity that you can remove to make room.

Take a Closer Look at Your Habits

Time-control habits have been formed and reinforced throughout your life. They're firmly entrenched in your behavioral patterns and engraved in your memory. Without well-established time habits, you can become overwhelmed by relatively unimportant matters and neglect those tasks that are truly important. How established are your goals? Take this quiz to find out. **Answer "yes" or "no" to the following questions:**

- Y N** Have you ever felt pressured by a long list of things to do?
- Y N** Have you ever spent an hour talking about a project, only to find out you're talking to the wrong person?
- Y N** Have you lost a sale because your schedule forced you to rush through your presentation?
- Y N** Have you ever driven around a city looking frantically for an address you didn't bother to locate on a map?
- Y N** Have you ever discovered in the middle of a report, meeting, or speech that you left a crucial piece of material on your desk?

If you answered "Yes" to one or more of these questions, take it as a cue to examine your time-control habits and make changes where necessary. While you can't just make old habits disappear with a snap of your fingers, new time behaviors can be consciously planned, deliberately practiced, and positively reinforced until they eventually replace your old habits.



To modify old time habits, consider some of these tips:

- ❖ Rethink present time habits. Think of situations where you wished you had acted differently. Decide how you want to act in these situations in the future and write it down as a goal.
- ❖ Explore the benefits. Write down the benefits that will come to you from accomplishing this new goal and look at the list every day.
- ❖ List possible obstacles, including your feelings, old habits, the actions of others, your job situation, and unanticipated emergencies. Write down possible solutions and alternatives.
- ❖ Reinforce positive attitudes. Repeat positive, present tense statements that support the actions you plan to take.
- ❖ Applaud yourself. Reward yourself each time you replace an old habit with a new one.

Improve Productivity with Personal Organization

Personal disorganization can cost you minutes of valuable time without you even realizing it. There are several causes for disorganization, but each of them can be controlled and overcome. Consider the following fallacies and see which ones may be inhibiting your productivity:

◆ **Myth: Organization isn't important.**

The retrieving of information accounts for a large amount of time each day. When you know where things can be found and can locate them quickly, you lessen your search time and improve productivity.

◆ **Myth: Stacked desks and disorganized files are symbols of importance and provide job security.**

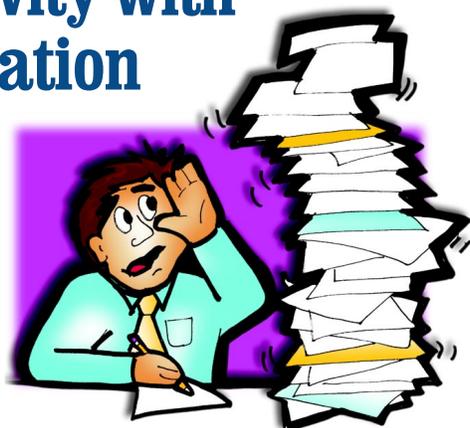
Actually, excessive paper confusion indicates indecisiveness, procrastination, insecurity, and lack of priorities. Only what you're currently working on should be on your desk. All other items should be neatly filed for quick access. Daily planners are intended to allow you to declutter your mind and life.

◆ **Myth: If things are filed away, they might be overlooked or forgotten.**

This is where a time management planner is most useful. Record the time when you want to work on a particular task and also include where the necessary information to accomplish the task can be located.

◆ **Myth: Taking time to look over tasks when they are given to you could disrupt your concentration. It's better to put them in my in-box and I will look at them when I have time.**

This is true in some cases, however, it can sometimes cause you to fall behind. If you at least glance at incoming tasks and mail, you can decide what action needs to be taken and which priority the task has in your time schedule.



◆ **Myth: It's best to complete every task myself, because only I can do it exactly right.**

Delegating tasks, except those that no one else can complete, is vital to improving your productivity. Even if you are able to delegate portions of a task, the amount of time you will save is beneficial.

◆ **Myth: Everything must pass through my hands before it can be properly dealt with.**

Your staff is probably competent enough to screen your mail. They may also be able to handle many of the tasks that "must" cross your desk. Trust your employees and save yourself precious time.

◆ **Myth: Visitors and call-ins always take precedence over whatever I'm working on in the office.**

Good time managers set consultation hours (one in the morning and one in the afternoon) to meet and discuss items with people. At other times, only the most important visitors and call-ins are allowed to interrupt concentration time.

◆ **Myth: Some items may be postponed and carried over to the next day until they're no longer of use.**

Create a filing system that prevents this. Have large folders indicating work to be done today, this week, this month, and this year. Insert projects into each folder and review them periodically to find out which ones have become pressing and must be dealt with.

Practice a "Do-It-Now" Attitude

One of the most valued qualities of employees is having a "do-it-now" attitude. **Having a "do-it-now" attitude offers a number of benefits, including:**

- Respect because you get to work immediately when you see a need instead of wasting time waiting for someone to tell you what to do.
- Fewer instances of stress and frustration that come from having people tell you how they think it needs to be done.
- Maximum opportunity to use your creativity in solving problems as well as productivity.
- A sharpened sense of time so you seldom miss something you want because you're too late.
- More opportunities to work with those who can offer you profit and advancement.

Common Ways People Waste Time

- ◆ Spending time doing a job for an employee. Allow coworkers to do their own work and let them learn from their own mistakes.
- ◆ Doing jobs that could easily be delegated to someone else. Delegate basic tasks like copying, writing memos, or opening mail if you can.
- ◆ Spending time on a favorite project at the expense of other projects that are more valuable to the organization's success. Always prioritize daily activities and avoid spending too much time on one project.
- ◆ Repeating instructions to employees. Before giving instructions, tell others to take notes on them so you don't have to repeat them again. Encourage them to ask questions if they don't understand something.

Determine What's Important to You

Establishing priorities and sticking to them can be difficult. The only alternative to this planning is to react to things as they act on you. But, successful people act on things instead of being acted upon. To do this, you must first decide what's important to you. **Ask yourself these questions:**

- ❖ What are my goals?
- ❖ What is my primary goal?
- ❖ How should I go about prioritizing my goals?
- ❖ What are the benefits I expect from carefully timing and coordinating my goals?
- ❖ What steps can be taken to ensure that completing activities to reach one goal won't hinder another goal?
- ❖ Can I complete the activities necessary to get results? If not, who can assist me?
- ❖ Which of my goals will bring the greatest benefit to the organization in which I work?
- ❖ Which goal will bring the most personal satisfaction?
- ❖ Which goal will benefit the most people at one time?
- ❖ Which goal can I start working on now?



“The only place you find success before work is in the dictionary.”

– May V. Smith

Tap Into the Riches of Life

Life holds riches for the person who knows how to take hold of them and master a few simple life principles. In fact, many people overlook them and go stumbling through life wondering why good things seem to evade their grasp. To miss these principles, to allow them to remain obscure, is to beckon the ghost of failure into the nighttime of one's experience. Dark days lie ahead for the individual who blindly pretends that such principles don't exist.

So, here is the starting point of all riches, whether they be riches of a material nature or the intangible riches of the spirit.

Consider each of these:

- ❑ Right mental attitudes attract the riches of friendships and provide the riches one may find in the world – the earth, trees, flowering springtime, splendorous autumn and simple winter.
- ❑ The riches of sound physical health come through the proper balance of work, eating, sleeping, loving and playing.
- ❑ There are the riches of a happy home, the riches born of the joy of enthusiasm and the riches provided by meditation and quietness.
- ❑ Freedom from fear is a treasure, as is the strength that comes from the certainty that one is self-disciplined



in mind and body and, therefore, the master of any situation. Fear grips many people today. To cast off fear is to breathe the fresh air of the good life.

Remember this: Once you've learned to control your mental attitude, you'll be able to attract the riches you desire.

You'll never know the absolute truth of this statement until you begin to try. Take this idea out of this article. Don't let it go sterile but test it. Try it. Prove it. Take a firm hold on your mind and determine now to think on the things that are good. In other words, practice thinking of what's desirable and what you have that's good. Think about today and tomorrow – not yesterday. Think of the future and not of the past. Create for yourself a definite, beautiful future and work toward the creation of plans to claim it.

Improve Your Productivity Today

Every organization strives to improve employee productivity. Executives expect the maximum contribution from each team member every day. Your challenge is to show ways you're helping the organization improve productivity, make money and reduce costs.

Here's how you can do so:

- ❑ Get as much done as possible each day.
- ❑ Start by tackling high priority projects in the morning to get your day off to a fast start.
- ❑ Be certain Monday and Tuesday are productive. The others will follow suit.
- ❑ Think of your role as that of a player on a winning team.

Communicate With Clarity

Whether you're talking to one person, addressing a focus group, leading a staff meeting, making a phone call, writing a memo, or giving a speech to gathered CEOs, clear communication is an issue in your work day. **You can communicate more clearly and precisely in any situation with these suggestions:**

- ◆ Be sure of what you're communicating. When you're unsure about what you're communicating, you'll come across as tentative and ineffective.
- ◆ Choose a communication method. Decide whether your voice, pen, keyboard, or phone will communicate your message best.
- ◆ Compose your thoughts by writing them down. Choose simple words whenever possible since you're wanting to be understood, not impressive.
- ◆ Remember that timing is important. Make sure you're approaching your audience at a time they'll be receptive to what you have to communicate.
- ◆ Ask for feedback from those you communicate with. Nothing teaches you the skills of communicating better than feedback from those you communicate with most often.



Take Time For a Health Improvement

As many students graduate across the globe this month, you too can graduate to a healthier lifestyle that will help you save time. **Here's how:**

- Eat well. Choose lots of fruits and vegetables, some protein foods, some dairy products and many carbohydrates. Get smaller portions of high-fat foods. Limit caffeinated drinks to two servings daily. Cut back on sugar and salt and drink water (eight glasses a day).
- Get regular exercise. Include at least 30 minutes or more of moderate to brisk activity daily. Make exercise a regular part of every day.
- Get enough rest. Go to bed about the same time every night. Set your alarm so you get 7 to 8 hours of sleep. Relax for at least a few minutes at midday and late evening.
- Reduce your stress. Find someone you trust and share your true feelings. Do something nice for yourself once a day. Realize mistakes will occur and shouldn't be stressed over. Laugh with loved ones.
- Avoid getting sick. All the tips above will help you in this area but you can add some additional safety measures. Wash your hands as often as you can and pay close attention to what you handle during the day.

By instituting these measures daily, you'll miss fewer days from work, have more energy and have a clearer mind to work more productively.



Improve Your Balance Today

It's important to follow a plan to balance your overall health and fitness. **To keep stress from entering your life later, take these steps to prevent stress today:**

- ◆ Practice correct posture. While sitting, bending, turning, standing, or completing any other movement, keep in mind the methods of proper posture.
- ◆ Exercise more regularly. People who exercise more rid their bodies of the stress that could overwhelm those who exercise less frequently.
- ◆ Take time to relax fully. People carry purses, wallets, briefcases, food and other items with them throughout the day. Remember to allow your body to relax and release the tension that lifting things against the tug of gravity can create.
- ◆ Eat well. Vitamins, minerals and other nutrients in the recommended amounts help make living life more pleasant.
- ◆ Break away from work. Taking frequent short work breaks allows you to replenish your stamina and refresh your mind.
- ◆ Think positively. Nothing will improve your daily outlook more than having a positive attitude toward life.

Learn to Focus on Achieving Your Goals

Think of focusing as if it was a microscope. You must choose a point of focus and stay there until everything else achieves clarity. Remember this acronym:



Follow One Course Until Successful

Save Time By Driving Yourself There

While car pooling works well for the environment and cuts down on congestion on roadways, it may also cause you to lose time. Riding with someone else may mean you have to stay longer at a particular function than you normally would. Even if you only want to leave early to run a quick errand before your next scheduled meeting or before going home, you'll have that choice available if you drive yourself or use public transportation.

Take Five...

Minutes, that is. If you have trouble completing small but significant tasks during your work day, set aside five minutes before the top of each hour to tackle one small project.

After completing your small project, set an alarm to go off after 55 more minutes and then complete another small project. You'll be amazed at all you can accomplish in a mere five minutes.

Upon trying this new schedule for about two weeks, evaluate your progress. You should see a vast improvement in completing the small but significant tasks.

Stay in Touch... With Your Luggage

Although many airlines limit the amount and size of carry-on luggage you can take with you, with a little creativity, you can work with them.

Try these techniques to avoid checking your bags:

- ✦ Pack fewer items. Many hotels can supply toiletries. Ask them.
- ✦ Use soft-sided luggage within your airline's size limitations. These will expand to fit many clothes yet can be squeezed into almost any space.
- ✦ Arrive early and be among the first boarders so there's plenty of storage space available to you.

Shop For a Home More Quickly

Along with choosing the type of house you and your family want to live in, you also have to consider the neighborhood and schools in which you and your family will live, a mortgage with which you can live comfortably, and a structure that's safe and sound. Buying a home isn't easy but, with a little advanced planning and a lot of luck, you can move into your new home more quickly. **Consider these tips:**

- ✓ Figure out what you can afford. This allows you to set your sights on houses you can afford. Financial experts recommend spending no more than 28 to 33 percent of your income on housing. Using this method, determine the monthly house payment you could afford.
- ✓ Choose a real estate agent. Talk to friends, relatives and financial advisors. Allow your agent to be creative in finding the right home at the right price. Your agent may help you plan for future family growth and other concerns.
- ✓ Remember, location is everything. Neighborhoods tend to rise or fall in value collectively. Schools, parks, proximity to your work and access to shopping and entertainment are some items to consider when selecting a neighborhood. Ask your agent to do a market analysis of a neighborhood before buying a house there.
- ✓ Try to prequalify for a loan. This will allow you to not worry about going through loan approval after you find the home you want, you may also be able to make an offer sooner than other buyers who have yet to qualify for their loans, and you'll have more negotiating power as a cash buyer.
- ✓ Make a list of "must-have's" and "hope-to-have's" you'd like in your home. Remember to include the size of the kitchen, number of bedrooms, number of baths and the size and location of the garage.
- ✓ Have the house you're considering professionally inspected before you close the deal. A clean bill of health will allow you to proceed with an eased mind while a less than par report may cause you to walk away from the deal.



Race Against the Clock to Finish Cleaning

If you have trouble finishing a cleaning task you begin, make a game out of doing your chores.

Try dividing your work into your time. If you have four hours to clean your house, divide the number of rooms into your time. If the house has eight rooms that need cleaning, divide the four hours (240 minutes) by eight (the number of rooms).

$$240 \text{ minutes} / 8 \text{ rooms} = 30 \text{ minutes per room}$$

This formula shows that you can spend a maximum of 30 minutes in each room and completely finish in your allotted time.

This concept can help you in cleaning your office, making sales calls, or completing reports. Break large tasks down and you can then see how much time to spend on each step.



ORGANIZATION

Are You Fighting for Your Success?

You can answer this question in the affirmative if you know your strengths and weaknesses and can recognize the opportunities for and threats to your success along the way. **To prepare yourself for the battle for success, answer the following questions:**

☛ What are your advantages?

☛ What do you do well?

These are your *strengths*, or what you do best.

☛ What could you improve?

☛ What do you do badly?

☛ What should you avoid?

These are *weaknesses*, or what you should avoid.

☛ Where are there good chances for you?

☛ What are interesting trends that might affect you?

☛ Are there technological or market changes that could help you?

☛ Are there governmental changes that could positively influence you?

☛ Are there social patterns, population migrations, lifestyle choices, or local events that could help you?

These are the *opportunities* you should look for.

☛ What hurdles do you see?

☛ What are competitors doing differently?

☛ Is your job, product, service, or market soon to undergo a change?

☛ Will technology adversely affect you?

☛ Do you have cash flow or debt problems?

These are the threats to success you must overcome.



Work to Reduce Your "To Do's"

You *can* eliminate or lessen the number of task you must accomplish from your "To Do" list by evaluating each one and deciding on each one's importance. **Ask yourself the following questions:**

▲ What will happen if I don't do this?

If you can live with your answer, drop the item from your list.

▲ Can anyone else do this task just as well or better than me? If so, delegate it.

▲ Can the task be put off for a period of time? If so, reschedule it for later and reevaluate it then.

▲ Can it be done more simply? Look at the big picture and use your creativity.

"Right is right, even if everyone is against it; and wrong is wrong, even if everyone is for it."

– William Penn

Find Time to Enjoy Life More Fully

You may not be able to remember a weekend when you didn't have work or home responsibilities to tackle. You may think you need extra hours added to each day just to complete what needs doing. But, by using time to your advantage, you can gain control of time and your life.

To enjoy life more fully, take these steps:

◆ Write out a daily "To Do" list.

◆ Realize only 20 percent of the list is worth your effort.

◆ Determine what tasks fall into the 20 percent.

◆ Concentrate on this 20 percent and fit in the other 80 percent as time allows.

◆ Determine your most productive time

of the day. Use this time to work on the high priority 20-percent tasks.

◆ Schedule small, easy tasks for those times when your energy levels lull.

◆ Do routine tasks routinely, at the same time every day.

◆ Keep at least an hour of time free to handle crises and unexpected tasks.

◆ Schedule time to relax your mind and body.

◆ Use wait time – at doctor's offices, waiting to pick up children, commute time – to do things you've put off or lacked time to do.

◆ Spend 10 to 15 minutes daydreaming daily. Your mind thinks clearly when you let it wander.



◆ Utilize five-minute time bytes. Instead of wasting time spots you gain, use them to begin working on major projects. Remember to note where you leave off so you can pick up easily the next time.

PERSONAL VALUES

Realign Your Time with Your Values

“The greatest despair is not to become the person you were meant to be.”

– Soren Kierkegaard

“I cannot afford to waste my time making money.”

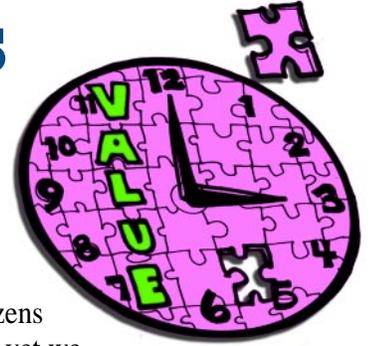
– Louis Agassiz

Frustration about time and balance stems from the conflict between what we believe and value and what we actually do and have. **For example:**

- ◆ We value time with our children, but we have to work long hours and travel in our job.
- ◆ We enjoy spending time with our spouse, yet our weekends are filled with running errands in opposite directions just to get “caught up” and ready to go again the next week.
- ◆ We value the emotional support from friends, but we never have time to carry on intimate conversations about real problems and issues in our lives or purposeful, fulfilling pursuits.
- ◆ We value good health, but we can’t find time to exercise. And we eat unbalanced meals that add calories without nutrition and, as a result, often feel tired and sick.
- ◆ We believe religion is a privilege and a duty, but we don’t spend time in worship or don’t get involved personally.
- ◆ We value making a significant impact on our organization, but we have too many restrictions on the job to think creatively and take risks that might pay off.
- ◆ We value leisure time to travel, yet we don’t make enough money to pay for the travel that would fulfill us.
- ◆ We value being socially accepted, but we don’t have time to spend with friends or other professionals in social and civic get-togethers.
- ◆ We value being successful in our job, but the job keeps changing before we can master what it’s all about.
- ◆ We value being recognized for accomplishments, but the company doesn’t have a reward and recognition plan.
- ◆ We value learning new skills, but the job doesn’t offer professional development opportunities and training classes.
- ◆ We value intellectual growth, but we don’t have time to read, experiment with new ideas, and engage in meaningful conversations.
- ◆ We value being appreciated by our spouse, but our spouse is too busy to notice the little things we do to help along the way.
- ◆ We value teaching our children “about the world,” but they’re so busy in scheduled activities that we don’t have

time to just talk to them.

- ◆ We value creativity, but our job allows only routine activities to maintain the status quo.
- ◆ We believe that good citizens participate in government, yet we don’t have time to study the various platforms and voting records of those running for office. So either we don’t vote, or we make uninformed choices.
- ◆ We value service to others, but we never volunteer time for charitable causes.



All these values come from our belief system developed throughout childhood and adulthood. After weeks, months, and years of not being able to live like you want to and have what you want, you feel like a traveler who packed for the wrong trip. All the want-to’s are packed inside your head and heart, but you never get to “wear” them.

Instead of feeling angry and resentful, make up your mind to change what you have and what you do. You can make changes. Make a list of what you value in life – your spouse, your children, a charitable service, self-development opportunities, hobbies, and so on. Record how many hours you spend each week devoted to each item you list. Strive to increase the time you spend on activities that are of value to you.

People who have successfully realigned time and activity with their values say they have accomplished or learned the following:

- They understand the true trade-off between time and money.
- They are “doing” some of their dreams.
- They feel free.
- They feel relief from pressure.
- They feel guiltless.
- They have deeper relationships with their spouse and children.
- They have more and deeper friendships.
- They live within their financial means and feel less financial stress.
- They have more “free time” to spend as they like.
- They have more time for self-development projects and learning.

Just as your car shimmies and shakes when it’s wheels are out of balance, your own mind and sense of well-being reacts when it’s out of balance. Although not as easy as taking your car into the repair shop for a wheel alignment, you can realign yourself if you set your mind to do so.



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Publisher: Ronnie Marroquin

Managing Editor: Kimberly Denman

Illustrations by RMS Graphics

ISSN 1074-3006

TIMESAVERS

What Will Make You Feel More Successful?

Some people desire enough money to be able to pass out 20s to people they meet without going broke. Others want a four-car garage filled with the best exotic and luxury vehicles. Some desire fame and publicity while others desire to make a lasting difference on the way the world functions from day to day.

What would make you feel successful? A promotion? Marriage? Children? Free time for recreational activities? One of the signs of success mentioned above?

The first step toward achieving success is figuring out what will make you, as an individual person, feel successful. Once you know what will make you feel like a success, you can set goals to achieve your dream.

Knowing your goals then becomes your guideline on how to spend your time. And, your time becomes the means to your dreams. So, spend time now determining what you want to achieve with your life. Otherwise, you won't know what to do next.

Remember Important Dates

Are you late or last minute with buying cards and gifts for special occasions? If so, you would probably benefit greatly from organizing your important dates, occasions, events and holidays into one book or onto one calendar. **Here are ways to implement a system to keep you from having to send belated well wishes:**

- Buy a birthday book and enter all special occasions you plan to remember.
- For each entry, note the year of the birth, wedding, or other recognized moment. You'll be able to celebrate important birthdays and anniversaries without having to wonder when they'll occur.
- Review your birthday book at the end of each month. Note the special events coming in the next four weeks.
- Make a note in your regular planner to remind you to consult your birthday book from time to time.
- Go through your planner and note all the special occasions on the dates you intend to celebrate them.
- Use a special color of ink on these occasions so they'll stand out from your other appointments.
- At the end of the year, be sure to transfer the occasions to the new year.
- Buy some blank cards. You can use these in a pinch as birthday, anniversary, or whatever the occasion demands.



Plow Through Projects Effectively

To effectively work your way through projects, you must have a plan. **To form an effective plan, include these four key points:** • Look at the project as a whole. • Break the project down into independent steps. • Break steps into small activities. • Schedule the activities on your daily planner.