

TIME FLIES

Doesn't time fly?

It seems each year goes by faster and faster. Each holiday creeps up on us faster and faster.

Is it harder and harder to prepare? Does it seem like there is less and less time to get things done?

Everyone is talking about how fast time is moving. Yet, it's moving at the same pace as it always has.

One of the answers is that we are all so connected, 24-7, with cell phones and text messages. It never stops. Email overload. Constant stimulation.

Almost daily, people tell me they don't have time to achieve their goals. They don't have time to do the things they want to do.

We do have time, we all have the same time.

The problem is, we let others control what we do and how we focus. We allow distractions that keep us from doing that which we want, and need to

do. At the end of the day, little has been accomplished.

Do you want to take back control of your life and accomplish what you want to do? Really?

We can do a life plan and then reduce it back to a 10 year plan, a 5 year plan, a 1 year plan, and then a monthly plan. No, it's not too difficult, nor is it too time consuming. If it feels like too much, let's start with a small step.

Each morning make a written list of the five most important things you have to do that day. Then do them. Start on the most important one first and go to those that are scheduled appointments a few minutes early so you are not rushed nor late.

Try to complete each task before moving to the next. Multitasking doesn't work. Doing one thing at a time saves time and stress. Do the one thing until complete or go as far as possible.

If items on the list involve others, make the calls or send the emails first thing in the morning, and you'll have a better chance of their responding before the end of the day.

Make phone calls short. Look at your email only once every few hours. Sure, check text messages, but don't get into text chat when you are focused on an important item.

Too often, we spend more time worrying about what we have to do and when we are going to do it, than the time it takes to do it. Just do it. You'll find most tasks can be done in less time than you imagine, if you just do them.

A client was frustrated with items not done. We made a list, and the top 5 were done by the end of the day. It was simply a matter of making a decision and taking less than 2 hours to do them.

There is great relief and sense of accomplishment when we get those nagging things done. Do things ahead of the deadline.

If you are having people over, be ready at least a day ahead of time. Then, if an emergency develops, you'll have time to handle it

Yes, emergencies come up. Plans change. That's life. However, if you plan and work in advance, it won't be so bad.

I'm writing this as I sit at my daughter's house in New Hampshire. Yesterday (Saturday) she asked me to come up from Rhode Island as she was sick, her husband was working, and someone had to care for their three year old son. I was in the car within ten minutes.

I cancelled a meeting and an evening event. I made plans to catch up on the events of the meeting with another person, and the event did not need my attendance. The chores I was going to do could wait. It was a disruption, yet it was more important than anything else. Focus on the most important. We need to be prepared so that we can manage the disruptions.

Start with the list each morning of the five most important things. Plan to get things done at least a day ahead of time. Focus on the list, not distractions. At the end of the day, you'll feel like time was your friend.

Try it. Try it for thirty days. You'll be hooked.