

10 Steps to Manage Your Time

(and your stress)

- 1. Stop talking *time* - talk **priorities**.** *Time is finite – everyone has the same amount so there is no point in saying you don't have time – you do. What differs from one person to the next, is their priorities and how they allocate their time.*
- 2. Make sure that you know the **top 3 things** you must get done today - work on them first!** *If nothing else gets done, make sure these top 3 do get done. Work on them first.*
- 3. Stop procrastinating. Adopt this mantra - **Just do it** - and do it now!** *Procrastination is defined as putting off what needs to be done. There is only one way to stop procrastinating – just stop!*
- 4. Make sure you **work to live**, not live to work! **Get a life!**** *Make sure that your life and well-being comes before your work. A cast iron guarantee is that at your funeral, no-one will thank you for spending more time at work. Be balanced!*
- 5. Australian research shows that most workaholics are **dead** by the age of 55!** ***Don't be one of them.** If you are working 7 days a week or if you are working 55 – 60 hours or more each week then you are a high risk workaholic. If you work seven days **and** more than 60 hours then you better have a good insurance policy and have told your family about the funeral you want! The most common reason which causes workaholics to stop working is their first heart attack. Sadly only 50% wake up from it to have the chance to make a decision to change. Having made the change, without exception people say “I should have done this years ago!”*
- 6. **Remove the clutter** from your life.** *Get rid of everything – stuff, responsibilities, even people – that do not contribute positively or enrich your life. Start by clearing your workspace.*
- 7. Work on **effectiveness** first, then worry about efficiency.** *Effectiveness is doing the right things. Efficiency is doing things right. It doesn't matter how efficient you are if you are working on the wrong thing! Be effective first, then worry about efficiency and you'll find that it will fall into place. Remember just because you are busy, doesn't make you effective or successful.*
- 8. Be prepared to **change**. The one thing that is certain is that change will only increase, not decrease.** *If you are going to be more productive, then remember the definition of insanity – doing the same thing in the same way and expecting a different result! Take an honest look at your attitude to change and if you rate yourself lower than 5 out of 10 then work hard at – wait for it – changing your attitude about change. No-one does things the same today as they did 5 or 10 years ago. Use change to your advantage – don't fight it - you'll lose!*
- 9. Become a **list** writer.** *Keep a list of everything you need to do and then constantly prioritise and re-prioritise it. Use technology to your advantage. If you are using Microsoft Outlook (different from Outlook Express), then learn and use the “Task” tools. Outlook will increase your effectiveness more than you can imagine – if you use it seriously!*
- 10. Be willing to say “**no**”.** *Put yourself, family and friendships/relationships as the highest priority. Make sure you re-charge your batteries regularly, not run them to empty. Say “yes” to the people who really matter, and spread yourself sensibly among everyone and everything else. **In spite of what you may think – you are not indispensable!***

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