

# Time management... A few thoughts on the matter...



# Two Steps To Stay On Track

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Are your goals set? Are you all geared up to get started on them? Have you established some ways to support your goals? What will ensure that you actually stay on your desired path?

It is easy to get off path. It is easy to get all wrapped in stuff in everyday life. You know what I mean? I know, I have been off track with my goals. When you do set goals and establish ways to get where you want to go, how do you stay on track?

When you have clear goals that you want to achieve, it is easier to set the steps to achieve them. It sounds easy. The fact is you will only take control of your goal when you “stop doing things that you are doing. Look at your life right now? What does it look like? Did you get the steps done today to reach your goal? What you did today will show up later? How then do you stay on track?

## Here are 2 steps to stay on track towards your goals:

1. Hire a coach or mentor. This is one effective way to stay on track towards what you desire in life. The coach can guide you in the right path. They can tweak your game. There are all types of coaches for any goal from weight loses to relationships to business. Find the right one for you. If you cant afford one report to someone that you trust. Have a significant other person serve as a coach. This will help ensure that you do what you are supposed to be doing to reach that goal. Most successful people have coaches. They have a coach that tweaks their game. I heard at one time that Oprah Winfrey had 7 coaches. Look how successful she is in her life. I dont know all I know is that every millionaire I have meet had a coach.

2. Join people that have a goal similar towards yours. There are many organisations out in your own community. If you cant find one in your area. Check online, there are all types. By surrounding your self with like-minded people can accelerate your steps towards your desire goal. This helps surround yourself with reinforcement on your goal. It holds you accountable.

Most people get off track on their goals at some point. When you find yourself off the track, ask yourself what I am doing right now? Is it towards or away from my desired goal? Once you start to take action on your top priorities, you will gain more confidence. You will have more time power.

You will feel like you are walking on water.

# Time Management

## Time Management

To get a better grasp on your productivity and success both at work and at home it is essential to learn some time management techniques. Effective Time management will help you better prioritize your day, helping to focus on the things that need to be done and seeing where you are wasting the most time.

Each of us starts our day with the same amount of time but what you do with that time and how much you accomplish with it depends solely on your and your choices. You do not have to have set times for every waking moment but there are things that you can do to instill time saving habits, which will greatly increase your productivity.

Perhaps one of the first things you will want to do is learn what some of the biggest time wasters are.

**Below is a sample of some things that may be draining your time.**

1. Surfing the internet can make the time fly and before you know an hour has passed and you have accomplished nothing
2. Telephone calls especially personal calls during work hours
3. E-mail- constantly checking your email during the day
4. Lack of planning for specific tasks
5. Idle chat with friends or co-workers
6. Cluttered Workspace
7. Poor tools and resources- trying to get things done with the wrong tools can waste hours of time every week

Most of the bad time management habits that we have picked up can be switched into good ones with a few simple steps.

Limit your internet use when working or trying to accomplish tasks at home

Limit your personal telephone calls to set break times so they will not monopolise your day.

## A few tips

1. Use your break times as well to do such tasks as checking your email
2. Make a list of things that have to be done and give them each a time limit, then follow the list to better stay organised and on task.
3. Let your friends and co-workers know that you are in the middle of doing something but you can get back with them when youre on a break.
4. Clean up your work space so everything has a place making it simpler to find things
5. Make sure that you have the proper tools for the job at hand

Managing your time should be easy once you get some good habits down and stick to them. You will find that by better managing your time, you will not only be more productive but you will have an overall enriched sense of well being.

# How to eliminate procrastination

## HOW TO ELIMINATE PROCRASTINATION

Being successful in life is everyone's goal. But most of us fail to avail the golden chances and opportunities, life presents us. The major reason behind this is we become victims of procrastination. Procrastination is a synonym for laziness.

We get so lazy sometimes that we think that we have a long time to accomplish the task, knowing the task can take more time we assumed. Then we tend to do work in last moments and most of people fail to hold their patience and get tensed to that extent that they make situations worse or do the things in a wrong or ineffective manner. After that we mourn over our procrastination but now nothing can be restored.

Thus, to emerge successful one needs to get rid of procrastination and this than be done in following manner: First of all if you feel you are victim of procrastination you need to get organised. Get organised from today. The best way to start is with your room. Organise your room, your time, your life and your things. The sense of organisation will bring stability in you and you will tend to stay organised, thus every time you see anything out of order, you will place it in a proper place. Slowly with passage of time you will imbibe a order in you, helping you to overcome your procrastination.

The next thing is to make a routine. Take your monthly planner with you and write down your short term as well as long term goals and also jot down ways to accomplish these tasks. Make a habit of doing the things as mentioned in your routine and make sure to mention even minor things like ironing of clothes in your routine.

Though initially, you will find it hard to follow the routine but once if you started sticking to it, you will dwell the habit of doing things at specified period of time. This will help you in accomplishing your goals in a timely manner and thus you get rid of habit of not doing work on time.

Drawing your future plans holds another advantage too. Earlier you had no work to do and could sit idle for hours but if you know what you need to do before hand, a pressure will always be there on you to do the things in timely manner, otherwise your other work will hamper.

Along with planning, managing your time in a productive manner always help you get rid of procrastination. You need to finish the tasks in the allotted time period and this organizes your lifestyle. Moreover, if you start managing your time well you will be always left with plenty of time at the end of day allowing you to carry other activities which was not feasible earlier due to your procrastination.

The most important aspect to get rid of your procrastination is to build just do it attitude. Always think its now or never whenever you feel like skipping the work or task that needs to be accomplished and you will always get rid of procrastination.

# Three hot tips to seize your goals

## THREE HOT TIPS TO SEIZE YOUR GOALS

Before you decide whether a single goal fits into your goals program, you should work that goal through a process that can help determine whether you should be pursuing this goal at the current time. This can take considerable time but it can save you much time and frustration by eliminating goals that are not for you at this time and helping to identify what you need to focus on now.

### 1. Target in on your goal:

Your goal must be specific, measurable, attainable, realistic, and timely. Remember: Some goals must be big and some goals must be long-range.

Significant goals must be broken down into smaller parts to ensure daily accountability. For example, if you want to lose 50 pounds this year, you can break that down to a goal of 4 pounds a month or 1 pound a week and then figure out how many calories you need to cut out or burn off to achieve that weekly weight loss.

### 2. Identify how you benefit from the goal:

People often fail to reach their goals because they concentrate on the costs rather than the benefits. If I lose the weight, they reason, I'll have to give up this and do that. Or If I quit smoking, I know that I'll gain weight and be miserable and difficult to get along with.

Instead of concentrating on the negatives, think of the benefits that you're going to enjoy. As you set goals, make a list of the tangible rewards that will be yours when you reach each goal. Each time you begin to ask yourself whether pursuing a goal is worth the effort, simply take out the list of benefits and read them aloud again.

### 3. List the obstacles that stand between you and your goal:

You need to identify obstacles in order to be realistic and avoid being surprised. People have experienced many times that they had no idea that pursuing such-and-such a goal was going to be so demanding, require so much effort, take so long, and involve so many unexpected pitfalls. Careful planning in advance eliminates much of this disappointment, but you must understand that you can't always see the roadblocks ahead. That's why commitment, attitude, responsibility, and focus on the benefits remain constant necessities.

Patience is also extremely important. Just remember that by keeping yourself focused on the goal, you can see the benefits and not just the obstacles.

Very few people get excited about obstacles. A mammoth traffic jam when you're in a big hurry or a bad cold just before a long-planned vacation doesn't create excitement in your life.

Disappointments or setbacks of any kind are seldom viewed with enthusiasm. Yet those very difficulties should generate excitement, if for no other reason than that overcoming obstacles makes you strong and enables you to soar to greater heights.

# How to be a winner

## How to be a winner

It is said that games of tennis, golf and so on are won or lost on an eleven inch playing field i.e. the distance between the players ears! Now I am no sports person, although I always enjoy watching Wimbledon, but I have learned over the years that life and sport are similar in that everything depends upon our thought processes. If you think you can, you can, whereas if you think you can't its virtually a certainty that you're right!

So to succeed in any endeavour we need to take ourselves in hand, don't we, and begin to think positively if weve been in the habit of thinking negatively? I feel its true to say that most winners are made, not born. To a certain degree we each create our own path through life by the decisions we make and by the way in which we place our focus. Do we focus on success or, subconsciously at least, on failure? Do we envy others their successes, thinking "Oh, its all right for them they've had advantages I've never had, nor am likely to have!" or do we aspire to do/be better ourselves, regardless of our background or conditioning?

Its through aspiration and developing belief in our capabilities that we can achieve. Most people are not born with self-belief. In fact I'd say the opposite is true. And unless we were often praised as children and encouraged to go for it with words such as Anything is possible you can do it if you try, and then persevere, the chances are that we grew up believing that winning is for others, not for us.

How sad that is, when actually anyone can be a winner! Not at Wimbledon, necessarily, or on the professional golf circuit or football pitch but within!

Its a good idea to begin with small goals and work up bit by bit to bigger ones. Get in the habit of thinking in terms of possibilities instead of impossibilities and of seeing obstacles as opportunities rather than mountains.

And give yourself a mental pat on the back at every achievement, no matter how insignificant it might seem to you. So self-belief will grow and seeds will be sown for future, greater growth.

Think like a winner and winning will eventually become integral to the positive person you are!

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