

Take time seriously!

So many people seem to feel that their lives are rushing by at an ever-increasing manic speed! Are you one of these? Do you want to get more control of your life?

When we are looking at our own time management and time use, many of us fall down because we look to blame events and others.

There are four typical areas which stop us:

- *We do not know ourselves well enough*
- *We do not understand and value time well enough*
- *We let ourselves be harried and pressured, by ourselves and others*
- *We do not stop and think about how we are using our time and make choices about what we do with it*

We can only start to take control of our time when:

- ✓ we accept that we choose what we do with it
- ✓ we know what we want to do with it
- ✓ we start to be proactive with our use of time

To move from just taking control of our time on to mastery we need to:

- *Know what we want to use our time for each day and week*
- *Be aware of our own weaknesses and bad habits around our use of time – and learned to overcome them*
- *Live in just one time – our own!*
- *Use our time in ways which relate to, and support, our values and beliefs and help us achieve our goals*
- *Develop an awareness of how long things take us to do – and not over-commit ourselves.*

We are responsible for our own time. To move to mastery we need to accept we make choices about how we use our time. Make the choices which matter and we choose to own our own time. It makes for a more balanced life and reduces pressure!

The Art of Time by J-L Servan-Schreiber

