



How To Partner With Time So You Can Move Forward

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Does time seem more like an opponent that you just can't seem to keep pace with? Many of us feel like we're running a race as we try to balance it all – work, family, commitments, hobbies, and anything else that gets tossed in along the way. And the problem is we simply can't find *the time* to untangle the web we feel like we're caught in. The good news is it does not require superhuman skills to master management of your time.

Step 1: Change your attitude toward time to work *with it* rather than against it. Remind yourself that every day is gift – a blank canvas for you to embellish in your own unique style. Take hold of the power you have to influence your life and the lives of those around you.

Step 2: Understanding where you are now will help you get to where you want to go. Create a "Time Journal" to record all your activities and how much time each one takes. If you use a daily planner, you can

note this information on each daily page. To obtain an accurate snapshot, it is best to track a full week. Then examine your activities and note those that are important to you, not important, taking too much of your time, could be eliminated or delegated, as well as activities that are important to others.

Step 3: Tally the time taken up by tasks that are not important, take too much time, or could be delegated/eliminated. View this block of time as your *window of opportunity* to use as *you* desire – even if some it is to just do nothing. Relaxation has value because it renews our energy.

Step 4: Reprogram your newly-created block of time striking a balance between priorities (what is important to you) and demands (what is important to others). Allow a 20% margin to cover unexpected situations.

Life is an ever-changing but exciting adventure. You will instinctively know when to re-evaluate how you allocate your time. Repeat this exercise as often as necessary so time can remain your trusted partner.