

Some Time-Management Concepts

1. You can't manage time, but you can manage yourself.
2. Successful self-management is doing the most important things first and finding ways to be happy *while* you're doing them. Do first things first. Ask yourself, "What is the best, most loving use of my time right now?"—and do it!
3. Early pain is usually less pain.
4. Break large tasks down into smaller tasks.
5. Ways to open up your schedule:
 - efficiency: find a faster way to do something
 - efficiency: find an alternative that achieves the same result
 - cut out the "it-would-be-nice-ifs"
 - assertiveness: saying no to inappropriate requests of your time
 - ask for help when appropriate
 - assertiveness: delegating tasks when appropriate
 - swapping chores
 - getting out of negative emotional "programs" faster
6. Benefits of procrastinating until the last minute:
 - most of the time is under your control
 - the fear of missing the deadline is energizing
 - you have drama: whether or not you'll make the deadline (you get attention)
 - people will stop bothering you to do things and they'll do them themselves
7. Costs of procrastinating until the last minute:
 - the dreaded task is in the back of your mind
 - sometimes you have a big penalty to pay at the end
 - people stop trusting you, or trust you to fail
 - failure gradually becomes part of your self-image
8. Understanding where the payoffs are:
 - a) sometimes at the end
 - b) sometimes along the way
 - c) sometimes mostly near the beginning.

Understanding the difference between temporary and permanent payoffs.

9. The Desire Cycle: The Negative Version:

- a. I “need” that and want that (Object A)
- b. I won’t be happy until I get it
- c. I’m afraid I won’t get it
- d. I got it! Yippie!!
- e. I don’t have it anymore: I’m sad because (it’s broken, it’s old, the experience is over, or is no longer fresh) I wish I had it again.
- f. I “need” object B [the cycle continues]

The Desire Cycle: The Positive Version:

- a. I want that, though I’m okay with out it.
- b. I will get it if I earn it and if it’s meant for me.
- c. Meanwhile, I appreciate where I am now and who I’m with now.
- d. I got it! Hooray!!
- e. I don’t have it any more, but I’m glad for the experience of having it. I’m sure I’ll get something else as nice soon if I do what I need to do.
- f. I think I’ll enjoy what I have already and what I AM already.

10. Be proactive. Initiate.

11. Make a written list and prioritize it.

12. Keep something to fill odd moments.

13. Plan your evenings and weekends.

14. Look at how you spend (and waste) time.

15. Don’t put off decisions.

16. Plan your errands so you’re not wasting time.

Planning:

Focus on developing some positive habit that will give you continual rewards.

Create some ongoing personal support for yourself.

You’re done with your planning when you feel good about it: positive and confident that it’s something you can and will do.

Put up reminders where you can see them.