

## September 2006 Newsletter

# Time Management

***People who are successful at managing their lives work in a very different way to those who aren't***

Time is what our lives are made up of and yet our failure to use time properly can have disastrous effects on our happiness. If you are poor at managing your time in business, then there is a fair chance that you are running the same programme in other areas of your life. I invite my business clients to change their perception of their '**Time Management**' problem and to notice that it really is a '**Life Management**' problem.



Poor '**Life Management**' may be gaining you a reputation for unreliability in business. If your colleagues/clients can't trust you to do what you say you will do or to finish a piece of work, this will not enable you to experience the success that you deserve. In what way might this behaviour be affecting your relationships, both with significant others, families and friends? I wonder how many divorces or problems with children come about because of the constant effects of failing to give each other attention.

Shifting the focus enables clients to see that not living their lives the way they want to, causes stress and frustration. We're back to the good old **cause > effect** equation that I discussed with you in the first newsletter.

***The question is, in what way might I be creating and continuing this problem?***

So remember this:

***What you resist giving your attention to will persist.***

**So what is your intention because intention is everything here?** Do you intend to change this pattern or are you still thinking about it, talking about it or causing yourself to feel bad about it, or are you taking action

and focusing on a solution to the problem, and are you asking yourself a better quality of question?

### ***What you put your attention on will start to change because energy flows where your attention goes.***

The number one time management tool is the word '**NO**' and learning how to use it not only with others, but more importantly with yourself. The problem is not time itself but rather the way we keep adding to the number of things we already do. **Practice saying 'no' elegantly** – “**NO**, and thank you for asking me” **or** “On this occasion **NO**, because I have a lot of work to do at the moment”. **Keep it short, no need for long explanations.**

Start putting some **value on yourself and your time** because your attention is valuable. If you work for yourself, what will forward your business is not how much time you spend **in** it, but how much attention you give it and how much time you spend **on** it. **What is an hour of your time worth? Can you afford to waste it?** Think of the trainings you have undergone and the money and time you have spent in your area of expertise that has got you to where you are now. By respecting yourself and knowing exactly what an hour of your time is worth you will automatically start giving respect to the time and hourly rate of all those who come into your area of influence. This simple step is life changing.

### **Put in place some strategies for success.**

#### **Top tips:**

- **Start with the end in mind.** It is amazing how differently we work when we have goals to work towards. If you don't know what your goals are, spend time working out what they may be. Use goals as a road map and outcomes as markers on the way.
- **Set daily outcomes** by asking yourself “what do I intend to achieve today?” and write it down by listing the tasks. This aligns your conscious and unconscious mind. Be specific.
- **Decide what is important for you to do today, and what is urgent.** An unexpected phone call or a drop in visitor may be urgent, but the consequences of dealing with either may not be important in the long run. The urgent is usually “others” orientated, i.e. caused by somebody else. Important things are self directed and have the greatest value for you.
- **Get the most out of every day.** Stop and ask yourself at regular intervals throughout the day “Am I making the best use of my time right

now?" If not, stop what you are doing and start work on a project that will allow you better use of your time. If you are bogged down with a specific situation, get up and go for a walk, come back and tackle it.

- **Handle each piece of paper or email only once.** With paper use the "3D" rule: do it, dump it or delegate it. Don't even think of placing it in your "get to" pile. Handle it now. As for emails, the same rule can apply. You either action it, delete it or forward it to someone else. If you print a copy, then use the "3D" rule.

- **Develop an attitude of gratitude** by appreciating all that you are doing to stay on track, and celebrate your progress along the way. Regularly express gratitude to those who are supporting you.

- **Identify and then protect yourself from people or things that don't support you.** Surround yourself with people and things that are going to nourish you and propel you closer to the realisation of your dreams.

**Remember, if it's to be, it's up to me.**

*If you want past copies of newsletters, just send me an email.*

## **STOP PRESS! - FORTHCOMING AUTUMN COURSES**

**Full details of these will feature on our website within the next seven days. Alternatively email Sheena. The courses will include:**

- **A six week certificated NLP course for Business**
- **Powerful Presentation Skills, part I of a two day course**
- **A one day Introductory course to Emotional Freedom Techniques**
- **A one day Advanced Presentation Skills for Lawyers**

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*Thank for your interest, we hope you have found this newsletter interesting.*

*Sincerely,*

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