

Pondering Point

How we spend our lives is a direct reflection of how we choose to spend our time. When we find things that can save us time, we want to invest in it. We spend millions of dollars each year on PDAs, BlackBerrys, calendar reminders and other technology in an effort to make our days run efficiently. **In reality, the most important investment we can make is the investment in ourselves.** We are worth it!

Having control of our day means we can set our days to be flexible to what is important. We can delegate things that may be accomplished by other people, remembering we are still responsible for the outcome. **The more we can do to free up time, the more time we can have to ourselves.** When we manage our time more effectively, we are more productive and can celebrate the successes of the day.

Your TIME is your LIFE.

Are you worth the investment?



Imagine... taking control of your day and doing more of what you want - that's worth celebrating!

— From Pondering to Practice —

Activity

When someone comes to you and they want to take up your time – ask yourself if it is a priority. It may also be important to ask yourself the following questions:

- Where/what are my boundaries?
- Where are my priorities?
 - Does this fit my goals/mission?
- Are there any aspects of this that I can delegate?
 - How do I do that ethically?
- Is what I will get out of this more important than something else I could be doing with the same time?

“I am definitely going to take a course on time management... just as soon as I can work it into my schedule.”

- Louis E. Boone

“He lives long that lives well; and time misspent is not lived but lost.”

- Thomas Fuller

Self Reflection

Spend a week and record where your time goes. The log should show a pattern.

- Are you spending your time to make what's important to you happen?
- What were your most productive hours?
- Why do you think it is important to know this?

Keeping this log will help pinpoint potentially counterproductive patterns and outline your most productive hours of the day. Use these productive hours to get the bulk of the important stuff out of the way. **Remember to make time for yourself!**