



Time-Management - Excuse Busters!

EXCUSE #1: “I don’t have time to manage my time!”

EXCUSE BUSTER: Then time is managing you! If you don’t have time to improve your process, your process is flawed! You must step back and regain control before:

- 1) The quality of your work declines, OR
- 2) Your work interferes with your personal life, if it hasn’t already. A few minutes spent in daily planning can free up hours that you need to get yourself back on track. Time management helps you work more effectively. You get more done and have more time left over for things other than work.

EXCUSE #2: “I can’t stay organized. I’m not the organized type.”

EXCUSE BUSTER: Your type is not the problem. Your challenge is self-discipline. Tip: Do your planning the same time each day. Usually evening is best. Write down the **6 most important things** you have to do the following day. Then number them in the order of their importance. The next day, look only at item #1 and work on it until it’s completed. Then move onto #2, and so on. This plan is simple and logical and gets you into the planning habit.

EXCUSE #3: “I have so much to do, I don’t know where to start!”

EXCUSE BUSTER: Then you better start fast! The feeling of being overwhelmed is produced when the mind sorts tasks into oversized groups. The solution? Chunk down. As in #2 above, write down everything you have to do the following day. Then number the items in the order of their importance. Tackle the top 6 items the following day. Those that you don’t complete, add to your next day’s list. Try to limit your list to about 6 items daily. It’s trying to take on too much that causes the immobilizing feeling of being overwhelmed.

EXCUSE #4: “Time management is too difficult!”

EXCUSE BUSTER: Looking back on life and seeing all that you did NOT accomplish is even more difficult! Psychologists say that the reason new activities are difficult at first is because your brain is not yet wired for the task. Tip: Try the Magic of 21! Commit yourself following the plan in #3 (above) every day for 21 days. This creates neurological pathways that result in making any task seem second nature. Stop making excuses and get started! Use the Monthly Monitor Chart to guide you. In 21 days you won’t believe how easy it is!

EXCUSE #5: “I’m the creative, right-brain type. Organizing is too structured for me.

EXCUSE BUSTER: Any time planning system will help free your mind so you can be even more creative! Even creative types have appointments, set goals, and need a place to brainstorm new projects. Stop trying to memorize names, dates, and great ideas. You can manage your time as rigidly or as loosely as you like. Let your time planning system capture the nagging little details so your imagination can soar!