



Time: Friend or Foe?

Do you ever find yourself wishing for more time in a day? If only there were one more hour to accomplish the important projects at work, or one more hour to spend with the important people in life. For anyone in today's society who has more than one responsibility, longing for more time is no doubt a reality.

Unfortunately, we will never have more than 24 hours in a day. Even if we did, would we really be more productive with our time? Chances are, with more time, we would continue the same unproductive habits we already have and we would be no better off than we are now. We would still be longing for just one more hour.

Given our current reality of 24 hours in a day, what can we do to make the most of the time we do have, and stop wishing for more time? The first strategy is to let go of the concept of "time management." This phrase leads us to the misconception that we somehow have the ability to truly *manage* time. The truth is, we can only manage ourselves and the choices we make with the time we have.

The second strategy is to identify and let go of unproductive activities. Let's be honest, we all engage in unproductive activities. Consider a typical day and increase your awareness about the activities that move you closer to your

goals and the activities that are simply taking up valuable time. There is a distinct difference. Unfortunately, sometimes we become so bogged down with routine, daily time wasters, we forget that 1) engaging in these activities is a choice, and 2) these activities do not move us closer to the important goals and purposes in our lives.

Finally, consider habits. Increasing productivity has a lot to do with the habits we have. If we have unproductive habits we will continue to struggle regardless of the other actions we take to increase productivity and get more organized. Make a list of habits that cause you to be highly productive and habits that cause your productivity to go downhill. Build on the productive habits and start to eliminate the bad habits. Work on one unproductive habit at a time.

Wishing for more time is a natural tendency for busy people inundated with responsibilities. However, rather than remaining in the "there's-not-enough-time club," decide that today is the day to make a change. Decide that rather than being a victim of time, time is your friend and you will make the most of this precious resource more often than not. It may not be an easy change to make, but the rewards will make a difference for a long *time*.

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