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**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**HOW TO GET MORE FROM LIFE EACH DAY**

**By Craig Lock**

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**HOW TO GET MORE FROM LIFE EACH DAY**

- \* Focus on one day at a time.
- \* Live the moment.
- \* Forget yesterday and look forward to tomorrow. If you are guilty about what happened yesterday, or are anxious about what might happen tomorrow, your energy will be dissipated.
- \* Plan your work, then work your plan.
- \* What good and bad habits have you developed? Reinforce the good daily patterns and break the bad.
- \* Be an "early bird".

Habits start as consciously made decisions, eg.. what time to get up. Once established, good habits become second nature.

Success is the result of habit. It depends not so much on doing the unusual, but on doing the commonplace unusually well.

**DON'T PROCRASTINATE – DO IT NOW**

Don't confuse being busy with working efficiently – activities can be tension-relieving, not goal achieving. By concentrating on fewer, priorities regularly on a fixed schedule, you can achieve a lot more in less time.

## HOW TO GET MORE FROM LIFE EACH DAY

### IS TIME THE PROBLEM OR ARE YOU?

Draw up a daily "to do" list. Rank priority tasks (the important few), as well as the trivial many. This allows you to focus on fewer things and achieve more. Sort into A, B & C's

A's are important and urgent. Must do today.

B's are important and not urgent. Want to do today.

C's are not important. Today, if possible or delegate.

### TIME MANAGEMENT TIPS:

#### 1. LIST YOUR GOALS AND SET PRIORITIES:

- \* Life Goals
- \* Work Goals
- \* Identify Short Term A's.

#### 2. MAKE A DAILY "TO DO" LIST

- \* Set A B C's
- \* Don't schedule every minute of the day.

#### 3. Start with A's – NOT WITH C's

A's are 80% of everything.

Make inroads into A's every chance you get.

Use the 'Swiss Cheese' approach, ie. Identify small tasks that will poke a hole in a big one. Do these in your odd moments.

Do anything that moves A along.

#### 4. ASK YOURSELF: WHAT IS THE BEST USE OF MY TIME RIGHT NOW?

Why waste time on C's if you've an A to do?

Fight habits and just filling in time.

#### 5. HANDLE EACH PIECE OF PAPER ONLY ONCE

Have a C drawer

#### 6. DO IT NOW!

Decide you can do it right away.

## HOW TO GET MORE FROM LIFE EACH DAY

Itemise (write it down)

Categorise

Prioritise

Crystallise

### SOME COMMON TIME WASTERS

1. Telephone Interruptions
2. Drop-in Visitors
3. Meetings
4. Crisis Management
5. Lack of Objectives, Priorities a Daily plan
6. Cluttered Desk, Personal Disorganisation.
7. Ineffective Delegation
8. Attempting too Much at Once
  
9. Lack of Clear Communication
10. Inadequate, Inaccurate Delayed Information
11. Indecision and Procrastination
12. Confused Responsibility and Authority.
13. Inability to Say "No".
14. Leaving Tasks Unfinished
15. Lack of Self-Discipline

### MORE COMMON TIME WASTERS (IN RANK)

1. Planning (lack of).
2. Priorities (lack of)
3. Telephone interruptions
4. Disorganisation/cluttered desk
5. Procrastination
6. Visitors
7. Lack of Self Discipline
8. Ineffective delegation
9. Attempting too much

10. Inability to say 'No'

TIME TIPS FOR THE BUSY

Get the news only once a day – in only one form – read the paper or watch television or listen to the radio, but vary the form so you don't get the news through one bias. Don't worry about or spend time on things irrelevant to you, eg.. reading every bit of the newspaper.

Unless it is crucial for your business, the news is not only depressing (don't worry about it, unless you can do something about it), but it gives a distorted picture of life.

If you can't sleep, don't waste time lying in bed. Get up and do something.

Use an answer phone.

Walk out of a poor movie or show. You've already wasted the money – so don't waste the time as well.

Plan your leisure. Don't expect your free time to fall into place by itself. Plan your weekends as carefully as you plan your weeks...and it's OK to do nothing.

PLANNING is the key. Make a conscious decision to plan more. Most people's lives are too busy to think clearly about what they really want out of life, yet I believe we can do our "best" thinking whilst relaxing (like when walking or jogging)

Trust your instincts and BELIEVE in YOURSELF

If you have the will, you Do have the Power to change any aspect of your life...so,

WHEN YOU TAKE CONTROL OF TIME, YOU TAKE CONTROL OVER YOUR LIFE.

Craig Lock has written extensively on the subject of time management, as well as in the field of self help. My various books\* are available from:<http://www.nzenterprise.com/writer/books.html> and <http://www.novelty-gift.com/>

**Play a BIGGER Role in Life!**

## HOW TO GET MORE FROM LIFE EACH DAY

**By Hifzur Rehman**

Did you ever think that you are not playing the role which you should play in your life?

Don't you think that you are born to play a leading role, a much bigger role in the real drama of your life? What is holding you back then? Your own short sightedness!

In order to play a bigger role in life you need to visualize a bigger picture of yourself. Once you have that picture before you, it will be much easier for you to paint that picture into reality.

Every morning, I look in the mirror and say "I have to play a bigger role in life". These simple words make my day, a wonderful day, every day, because my firm determination that I have to play a bigger role in life, keeps my mind in supreme working condition, fully prepared for playing a bigger, bigger, and much bigger role in life. No surprise, my every day is getting better than yesterdays.

Every night, before going to bed, I visualize that tomorrow is going to be better than today. And it happens! Yes, it happens!!

While your body muscles need some kind of daily physical exercise, your brain tissues also need some dose of daily inspirational exercise. It is, therefore, important to keep yourself motivated all the time.

You need to clearly define, preferably in writing, every single detail of your big dreams and ambitious goals. You must try to bring out a bigger YOU out of your own person so that you are able to reach those big goals. Never think of living an ordinary person's life! It's a sin! It's not your way of life. Let me repeat that you are born to play a leading role, a much bigger role in the real drama of your life.

Your confidence in yourself to reach your goals with strong determination to set new records of excellence, are your biggest assets. You are not far from playing a (much) bigger role in life!

Hifzur Rehman is the author of popular articles and editor of his website:

. This website provides free tools, information and articles on personal

growth, education, health & fitness, beauty & skin care, money, travel & leisure and information technology.

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Play a BIGGER Role in Life!

You Can Balance Your Life in just 20 Minutes a Day!

Thank You

Rainbows Always Come After The Ra

Do You Have Your Best Life?

The First and Second Adam

Coin Collector Software  
Insider Secrets to Flea Market Profits  
Time Stretching Tips  
Success Secrets



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