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How to Plan for More Time and Have Time for More Planning

By Oz Merchant, C.Ht., NLP Trainer & Coach

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It is important to realize that the title of this article could have been written the other way around, and while at the surface it may seem as stating the same thing, this is the illusion that most people are deceived by and hence therefore are doing less with more, instead of more with less.

Now let me clarify, this to another level. Most people complain about "Well if I had more time, then I could really plan my days!" Yet this approach will never allow you to have that time, therefore no planning as well. Only one of these is in our control, and time is out of hands, yet we can take hold of it only when we know what we want to do with it.

When I was in school, the more hours of classes I took and the more jobs I worked the more I was able to do in less and less time. I made better grades as well. Everyone has the same 168 hours a week, however, how we use those hours can mean the difference between you getting the next promotion or one of your colleagues instead.

So since planning is under your control then this is where you must start. I heard an interview with Mark McCormack the best selling author of "What They Still Don't Teach You At Harvard Business School" and he mentioned that one of the things that made him such a success was that he plans his day, everyday! He spends one hour everyday planning the next 23 hours. And that one hour a day is the smartest investment anyone can make for themselves.

Spend a few hours to design a system for yourself, any system, and stick to it. And as you continue to use it, notice where and when it works and where and when it doesn't, and change it appropriately. Most people get stuck in the "ready, aim, fire" mentality, and unfortunately these same people never get passed getting ready and taking aim. So taking a "ready, fire, aim" approach may be more useful, as long as you are paying attention to know where and when to make changes.

How to Plan for More Time and Have Time for More Planning

The key is to create a plan and put it in writing. A philosophy, I always have lived by is that "the shortest pencil is better than the longest memory." And besides, our mind will record everything unconsciously anyway, so why not keep the conscious clutter to a minimum.

If you can, imagine, just stop and consider for a moment, step back from yourself for a bit, so that you can take a look at your whole life up to now and all the things that have yet to have happened; notice the things you want to do. If you don't know yet, then come up with something and plug it in the appropriate place in time for it to happen.

And at the same time, pay attention to mistakes you've made in the past, and as you can see them now with greater clarity to gain some useful learnings, make a note to do things differently in the future. If you ignore the past, you will miss opportunities to learn. So it is important to see what has happened in just the right angle as well as see what is to come ahead before you come face-to-face with it. Now this is only useful at certain times such as when you are planning. While at other times, it is best to be

really in the moment, that is when you really have fun.

And it is just as important to be in a fun, resourceful state when planning, especially when you are making important life decisions. It would be ridiculous to come home one day and be thinking "life stinks, hmmm...what should I do with the rest of my life?" That is not where you want to be, instead get yourself into the most wonderful state of mind you can get yourself into. Such as times when you feel really competent, making excellent decisions, feeling highly enthusiastic, creative, and totally uninhibited. When you plan for the future, you want to remove all restrictions, so that anything is possible now. Remember each moment holds its own obstacles and challenges, and you will overcome them when the time comes.

"Luck is the crossroads where opportunity and preparation meet." Every moment also holds its own opportunities, however it is up to you to prepare yourself now.

Begin by planning for it!

As the director of the CORE Changes Institute, Oz Merchant, trains and coaches individuals for personal and professional excellence utilizing cutting-edge transformation technologies such as NLP, Hypnosis, TFT, and EFT to name a few. Get access to the Success Skills E-Letter and remember to get your free copy of his latest e-book "11 Simple Lessons to Manifest Your Destiny," at

Party Planning For Dummies

By Patty Illomia

Planning for a party is no small stuff. It can be really hard to plan for any kind of party and the more important your party is the more stress you are bound to be under. It is a good thing for you that I am here to write this spectacular party planning article to help you to plan the perfect party for any occasion.

How to Plan for More Time and Have Time for More Planning

Party planning needs to start with a budget. You cannot just go out and start purchasing things willy–nilly without a budget and a plan. SO begin your party planning with making up a good budget. How much money do you have to spend on your party? Decide on a reasonable amount and then break this party planning budget down into sections.

Your party planning sections should look something like this, food, decorations, party favors, and plates, cups and napkins. Once you have this stage of your party planning finished you can then start filling in the columns. How many dishes will you need? Is this the kind of party that requires party favors? This is one of the most important aspects of party planning and it is what will make your shopping for your party much, much easier. Once you have a defined list you can go out and start your shopping. Party planning can be stressful, sure, but it should also be fun. After all you are planning for a party, so enjoy it!

The food that you choose for your party is important to the entire event. You will have to take into consideration what kind of party it is that you are having in the party planning stage. For example, is your party planning being done for a birthday, or an anniversary? Is your party planning being done for a theme party? These types of things matter when you are trying to choose the foods that will suit your party to perfection. IF you are having a themed party then have foods that suit it. If you are having a luau themed party have Hawaiian foods and drinks or if you are having a Christmas party then have Christmas themed foods. This is just smart party planning and it will make your party all the more fun for everyone.

Patty Illomia owns and operates Instan Party Planning Ideas at

. You'll find many options and Ideas for Party Planning that
are right for you.



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