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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!**

**Some Tips on Time Management – How to Better Manage**

**By Craig Lock**

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**DECISION GUIDE**

Ask yourself:

1. Does what I am doing add value to my life (and times of pure fun and relaxation are essential too)?
2. What will happen if I don't do it?
3. Can I delegate it?
4. Can I spend less time on it?

**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

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### 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'

### The 80/20 Principle

20% of activity gives 80% of results and 80% of activity gives 20% of results (known as the Pareto Principle).

\* Focus on the important few activities, not the trivial many.

\* Don't procrastinate

\* The key is self discipline.

\* "First we make habits, then habits make us."

### 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

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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.

Don't read a book, just because it has been given to

you– if it doesn't interest you, give it to someone who would be interested.

Stop going to social events you would rather avoid – life's too short. On the other hand, don't miss a social event you would enjoy just because you feel tired. If you enjoy something it revitalises you. But remember – there is usually work tomorrow!

"Never hurry – and don't worry – and don't forget to stop and smell the flowers."  
– Walter Hagen, American Golfer

"What I do with this day is important, because I have exchanged a day of my life for it."

Take rest; a field that has rested gives a beautiful crop.  
– Ovid

I like the words of the Simon and Garfunkel song: "Slow down, don't you go so fast" from 'Feeling Groovy'. Not that I feel that way here in "Sleepy Hollow" in the beautiful country that is Godzone!

So just take and plan your time carefully. Always remember,

"Yesterday is a cancelled cheque, tomorrow is a

promissory note, today is ready cash – use it well."

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

Craig Lock

"Information and Inspiration distributor"

Author's Note:

This extract is from Craig's first published book **HANDBOOK TO SURVIVE** – a collection of writings on various subjects to help every man or woman survive in a rapidly changing, uncertain world.

Craig's books are available at:<http://www.nzenterprise.com/writer/books.html>  
and<http://www.novelty-gift.com/ebooks.html>

## **21 Questions To Assess Your Readiness For Time Management**

**By Gerry McRae**

How many of us are guilty of "Putting the cart before the horse?"

Much is written on **HOW** to manage your time (the load in the cart) while little mentions the first step (the horse that pulls the load) of time management, asking **WHY** before we do the **HOW**.

Millions of people have read Napoleon Hill's, "Think and Grow Rich." Why have most of these readers failed to grow rich? Could the answer be the same for those who study how to manage time yet, remain poor managers of time? These **WHY**-questions help you check your readiness to pull the cart. Who better to ask? You know the answers better than anyone!

Attitude and determination are the horses that pull the load of time management tips toward success.

Look in the mirror as you ask yourself these questions.

Desire

1. Why do I feel I am not using my time properly?
2. Do I really need to improve my time management?
3. Why do the many tips about time management never seem to improve my time managing skills?

Support system

## Some Tips on Time Management – How to Better Manage

4. Do I fear being disliked if I restrict my time with others?
5. Who are my best supporters?
6. Have I asked the opinion of others about any change in my time management style?
7. Am I blaming others (boss, employees, spouse, children) for my lack of change?

### Readiness

8. Am I afraid of changing my character and personality?
9. Am I afraid of missing wasteful activities I enjoy doing?
10. Am I ready for changing my slothful habits?
11. Am I content in not caring too much about time?
12. What do I know about behavior modification methods?
13. Have all my attempts at behavior modification failed?

### To Thine Own Self Be True – Shakespeare

14. Am I afraid of the truth about my existing time usage?
15. Am I willing to accept the truth of time log analysis?
16. Am I looking for an easy quick fix?
17. Can I face the disappointment of setbacks or will I quit when I can't be perfect after only a few attempts?

### Commitment

18. Have I had any change successes to build upon?
19. Can I visualize the benefits of being a better manager of time?
20. Can I taste the need for change so strongly that I will dedicate myself for changing?
21. Today is the first day of the rest of my life - what time today will I start?

If your answers to WHY indicate you are not ready to change your time managing style, you can save time by not reading the HOW stuff.

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Gerry McRae has taught time management techniques in his university courses and at several police colleges. If you're ready for the HOW stuff visit his website at

21 Questions To Assess Your Readiness For Time Management

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