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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!

Time Management

By Gus

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TIME MANAGEMENT

With the creation of the universe, God gave humankind a miraculous gift. A wonderful gift which cannot be seen or touched but without which there will be no meaning in life. In fact without which it would be difficult to imagine life. It is time!

God being kind and just gave this to all of us in equal quantity. He knew that some of His children would be wasteful. So He gave it in such a way that they would not be able to waste all of it. He assured a continuous and fresh supply of it. Each day He gives us a fresh supply of twenty four hours or 1440 minutes or 86,400 seconds per day to each of us—poor or rich, good or bad, man or woman.

We may have handicaps of education, money, and connections. But we are not handicapped by time. It is given equally to all. It is the most important ingredient in success. Use your time wisely and nobody can stop you from succeeding.

Time management is the key to keeping your New Year Resolutions.

How to use time wisely? Of course, by managing it wisely. Here are a few tips to manage your time.

1. Eliminate Big Chunks of Wastage of Time: We are usually Pound Foolish, Penny Wise. We jump red light to save a fraction of second but before that we might have already wasted hours in some useless activity. There are big chunks of time which we usually waste—sleeping long hours, wasting time in front of TV, gossiping, in drinking and dining parties, etc. If you spend two hours each way in commuting to office, you have to find some solution to it. Either change office or residence or utilize the commuting time in reading (if traveling by bus or metro) or listening to useful audios.
2. Eliminate Wastage of Time on Irrelevant Activities: We are usually not focused in our life. Not only we should have a single goal in life but all our efforts and time should be directed towards it. If you want to write a book, not only you have to eliminate big chunks of wastage of time, but you should also avoid irrelevant activities such as, may be, a side business, politics, and involvement in activities of various

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social activities which may be good in themselves.

3. Plan your Time: Planning is very important for time management. One obvious benefit is that as you would never put in your plan items of big chunks of wastage of time and irrelevant activities, they would be eliminated automatically! Write down your daily, weekly, monthly, yearly, and may be even more long term plans.

4. Write To-Do Lists: To-do lists not only are useful as reminders, they also compel one to complete the listed work. If you have written an item, say, 'to telephone Mr. X' and also written his telephone number against it, you are very likely to telephone him that day. There is a great pleasure in ticking off completed items from such list!

5. Prioritize: While the to-do lists are great, they may become a fascination in themselves. Always write items in the to-do lists according to their overall priority. Try to write the most important and difficult work at the top, so that you start with it. The general tendency is to start with easy and repetitive works

first—checking personal emails, making telephone calls, reading newspaper, filing papers, meeting people etc. While in themselves they may be important, they leave very little or no time for that comprehensive report about which you are procrastinating since months.

6. Avoid Procrastination: As the saying goes, 'Procrastination is the thief of time.' The best way to avoid procrastination is analyze your internal dialogue which prompts you to postpone. Once you understand the internal monologue you could change it to solve the problem of procrastination.

7. Avoid Seemingly Important Activities which may not be very Useful to you: While many of the present day facilities define a modern man, depending on your work and position some of them may not be very useful to you. If you are really busy and focused person, some of the things and activities considered so necessary for a modern person may not be useful to you. Depending on your individual circumstances such activities may be: reading newspapers and magazines, seeing TV, surfing Internet, checking emails frequently, telephoning friends, attending meetings, seminars, functions, receiving and seeing off people at the airport, etc.

8. Delegate: It is useless trying to do each and everything yourself. Delegate powers and work. It will save a lot of time.

9. Don't try to be Perfect: Perfection is a good thing. In fine arts we aspire to be perfect. But in some activities of life, just good would do. Most of our daily life personal and official chores require that we just do what is required. The extra time and energy spent perfecting it is generally not proportionate to extra benefit.

10. Always Remember Time is Money: In fact it is more important than money. It is priceless. We keep strict accounting between friends and even family members. But we never keep accounts with respect to time! Be stingy about time. Lost or spent money can come back; lost time is lost forever.

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Gus is the writer of the recent ebook *Be Happy! The Guide* comes with an Action Plan. The Guide, divided into three parts of Body, Mind and Heart, and Soul, deals with various sources of happiness and how to be happy. The Action Plan gives To-Do lists, Happiness Quotations, Affirmations and Meditations, etc. We have recently launched a website dedicated to happiness, success, and health. Please visit it now: www.thelifebeautiful.com

Quality Management: Organizational Needs

By Matthew Noel

Any business out there can benefit from quality management. Whether you are producing thumb tacks or if you are producing IT equipment, there is little doubt that they need to be of the highest levels of quality. Yet, as your business grows, you will find it farther and father difficult to manage quality management. Because it is so very important, though, you need to find a way to make sure it is dead on.

What solutions are out there?

You know that you need quality management but finding the most effective way to get it may seem difficult. The good news is that there are a large number of options that can help you. >From organizations that specialize in quality management to software programs that you can use. You can invest in having your staff and managerial levels of employees trained more efficiently to produce the desired results as well. So, there are options out there to help just about any organization get the quality management that they need.

What good will it do?

Do you ever get the feeling that you are investing dollar after dollar into your business whether it is through marketing or improving efficiency and somehow you still need something more? It could be that your product is not the same inside and out. If you deliver to your customer 100% the same product time and time again, they will know that they can rely on you and they'll keep coming back. It takes time, yes. It takes money as well. But, quality management is a benefit to you many times over.

Investing in quality management in one form or another is an excellent way to get the products and services that you produce to the consumers in a manner in which they will be thrilled about. It will provide you with the help that you need to take your business to the next level as well. Considerations in quality management should be made.

For more information please see



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