

What Will You Do with the Rest of Today?

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By Doug C. Grant

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**WHAT WILL YOU DO WITH THE REST OF TODAY?**

By Doug C. Grant

Your answer to the above question could determine how long you will live.

Strong words? Maybe. But research says otherwise.

**HERE IS WHAT RESEARCH TELLS US.**

When we organize our day, we control our day. When we control our day, we control our circumstances. When we control our circumstances, we control our future. When we control our future we control our lifestyle. When we control our lifestyle, we become more positive. And when we walk positive we can expect to enjoy a longer, happier life. Whew! Took awhile to get there but well worth the trip.

## What Will You Do with the Rest of Today?

### DON'T LET THE WORD ORGANIZE' FRIGHTEN YOU

I'm not suggesting a minute by minute or even hour by hour regimentation. That's tedium.

What I call The Empowered Organization Plan' is easy, flexible but effective. . It's also a little unusual so listen carefully.

### HOW THE PLAN WORKS.

You begin with a weekly calendar. I have an inexpensive calendar program that prints out my weeks on an 8 ½ x 11 page. That gives me plenty of writing room. But don't get hung up on format. If nothing else, a sheet of paper separated into seven days with a ruler and pencil will work. Whatever you

use...begin!

I generally lay out my week starting on Sunday evening. It only takes about five or ten minutes.

There are eight basic activities I generally incorporate into a week. These include: work, play, exercise, rest, learn, social, spiritual and service. You can edit this list to fit your own lifestyle.

Work' and play' need no explanation, (I hope). Exercise' might be a power walk, formal workout or any activity that pumps the blood. Rest' is not sleep. It's spending time just letting go. This might include reading a novel, watching TV, listening to music or studying the cracks in a wall.

Learning' could be job related, hobby related or any subject that interests you. Social' includes time with your family, friends or cultivating new friends. Spiritual' is any form of worship, meditation, or study...formal or otherwise. Service' is doing something for an individual or a group for which you do not expect repayment.

I recommend your week include some of each.

### NOW...LET'S START ORGANIZING.

I begin by selecting a focus for every day of the week. For example, five days might be work' focused. Sunday is worship' centered. Saturday is often play' or service' oriented.

This doesn't mean you spend the entire day doing just the one activity. However, it is the primary focus of that day. And that focus helps control your time.

### WORK OTHER ACTIVITIES AROUND YOUR FOCUS.

For example, on a work focused day you might include a half hour of devotions or meditation, spiritual', going out to eat with your spouse, social' and reading a chapter or two of a book on visiting England, learning'.

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You might also breakdown your focus activity, such as work', into major projects. For example, on a work' day I might include time for writing, web site update and article distribution activities.

Routine activities such as answering e-mail, making phone calls and list maintenance are automatic and not scheduled. If I need a reminder to do them, I use a To Do' list.

### HERE'S WHY THIS FORM OF ORGANIZATION IS SO VALUABLE.

We've all had the experience of starting a day with the intention of working on a major project. Then the little chores creep in. A phone call here. an e-mail there, a few letters to read, a fax to send and suddenly the day is almost over. You have piddled away all your good intentions.

By focusing your day, you tend to psychologically piddle-proof yourself. Sure, you'll probably get side-tracked. But always in the back of your mind will be that nagging nanny urging you to re-focus. This often means the difference between a productive day or wasted hours.

### STAY FLEXIBLE.

Treat your focus calendar as a guide not a dictator. If an unexpected and welcome activity knocks on your door, invite it in. If that means switching or eliminating a planned activity on your weekly calendar, go for it. Life is too short to live in an organizational straight-jacket.

However, don't allow side-tracks to become a habit. You'll know when an unscheduled activity is an honest diversion or an escape excuse. All that's required is a little self-discipline and internal honesty.

### END OF THE WEEK WRAP-UP.

Before starting next week's calendar, I like to review the previous week. How much did I accomplish? What special' activities do I want to continue in the coming week? Did I tend to lose my focus on some days. If so, was the slippage warranted or was I playing hooky from my plans.

This quick review should be an encouragement. If you've been at all persistent in sticking with your planned activities, you'll be pleased at how much you've accomplished. If you're not, try to find out why you tended to stray and what you can do about it in the coming week.

Once you make the Empowered Maturity Plan a regular habit, you'll discover your accomplishment curve going way up. Not only will you be doing more but you'll feel better about yourself and where you are going. And that, my friend, produces a longer life with healthier, happier and more productive days.

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Get more facts, techniques and information about living healthier, happier and being more productive. Subscribe Free to Doug C. Grant's bi-monthly e-zine, THE EMPOWERED MATURITY PAGE. It's directed toward the over 50 Crowd but good reading for anyone wanting to boost their life up a notch or two. Subscribe at: <mailto:empoweredpage@smartautoresponder.com>

## What Will You Do with the Rest of Today?

Doug C. Grant retired from a successful career as a nationally recognized business writer & marketing consultant. He now helps members of the 'Over-50' crowd (or any age) live healthier, happier and more productive lives through his Empowered Maturity Web Site (<http://www.douggrant.com>) and an on-line interactive seminar.

### **Today Could Be Your Last -- Act Like It !!**

**By Miami Phillips**

### **Today Could Be Your Last -- Act Like It !! by Miami Phillips**

One thing is absolutely for sure in this life. You are not going to make it out alive! If we say we will make it 75 years as an average (a guess on my part), then you can count how many springs you have left. For me, this spring means I have 28 more springs to enjoy! How about you?

Sometimes we can get so caught up in working and worrying about tomorrow that we forget to enjoy today. I mean enjoy today like there will be no tomorrow!

In the real world, all we can do about tomorrow is to set some intentions of where you might like to be, consciously make every choice you can based on your values, and leave the rest of it up to the Universe and God. We, as a people, tend to try and control the future; but this is a joke! If you really consider how little control you have, you would spend much less time worrying and more time staying here, in the present moment.

Every minute given to us is a gift to be treasured and savored. Don't risk being in the position one day of looking back on your life and wishing you could live certain moments over again, wish you had done more, been bolder, spent more time with loved ones, traveled, adventured, LIVED!!

No matter where you are in your life, I would ask this of you:

Accept the present as the gift that it is!! Make the most of it...NOW !!

Miami Phillips is an ANSIR Certified Personal Coach who believes personal growth is an essential ingredient to being happy and contributing to this world.

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