

## Time to stop the clock and plan?

**"I haven't stuck to some of my plans this year, but hey, I'm so busy I just didn't have enough time anyway..."**

Haven't we all said this at some point or heard other people say it? When people say "I just don't have any time", they may either be feeling a little overwhelmed, or think that their 'busy-ness' shows an admirably high level of energy, or even that it equates with importance. However what most are really saying is: "I have other priorities".



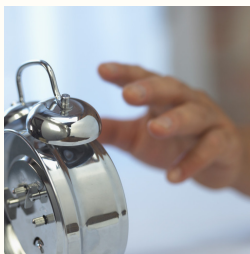
Sadly, it's a fact of life that we live in a turbo charged world where most people lead very busy lives! Finding or making time for change and new goals as well as managing work in a more conscious and 'present' way - as opposed to the de-energising effects of crisis management- are some of the biggest challenges we face in today's fast-paced world. We feel under pressure to 'chase' time and keep up with it ... as if we could in fact overtake it! Oh if only we could run faster...

**"To master one's time is to gain mastery of oneself."** Jean-Louis Servan-Schreiber

If you happen to be one of those 'runners', will you allow me to provide you with a brief 'fuelling stop'? To succeed not just with the short term, but the long term management of our all too precious time, we may need to consider...

Often when people set a new goal, whether it's learning a new skill or simply being more effective, they try to fit more into an already much too short 24 hour day! The problem with that is, that when they fail on some things, their motivation will be short lived and before long any changes or improvements may have been shelved.

### Strategy No 1:



My 'secret' and most powerful tip is to schedule a complete **STOP!** (Some of my readers may remember one of my other tips about giving your planning process the **RED** traffic light treatment).

Did I say stop? Yes, stop for just 30 minutes every week, and think deeply about your priorities!

Let's face it- the question you apply to yourself, your work, your work relationships or your business is always the same: "What's important...right now....this week...next month...or in 2009?"

Bearing in mind that for everything 'new' you take on, it may be wise to let something 'old' take a back seat for a while.

### Strategy No 2:

'Creating' time for change can only be achieved by **blocking out space in your diary for your real priorities**. Of course none of this is new at all! But it is about making choices, being proactive and changing how you do things.

Being proactive and more effective is preferable to fitting all your activities into the 30 hour day you haven't got...

### Strategy No 3:

Try to focus on **achieving your goals in an energising way.**

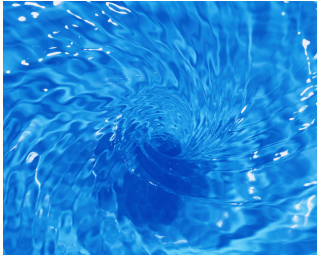


If your actions are just based on discipline and willpower, any possible lack of motivation may stop you from moving forward consistently. Whatever you wish to succeed in, scheduling something positive and energising will help energy flow more naturally. You could work with a colleague or friend, someone who is supportive with a positive outlook, and motivate each other.

Give yourself some rewards and celebrate your progress....this is one sure-fire way to increase your motivation.

### Strategy No 4:

Identify and list up the **energy drains** that sabotage your success.



- Are you tolerating your own inefficiency?
- Wasting valuable time on activities other people could take on, or simply help you with?
- Are you not building on your strengths in your work or struggling with your weak areas?
- Are you procrastinating or are you bored?
- Is a personal problem impacting on your work?

Try to look for different ways to approach these obstacles with a more positive mental approach and a new solution.

### Did you know that the smallest changes can sometimes have the biggest impact?

There are a few more 'secrets' to being in charge of your time AND your goals.... if you happen to be a woman in business, and want to know more, why not check out the Success Strategies Workshops that my colleague Mary Fraser of Fraser HR and I run from time to time. Or perhaps you may be interested in my Teleclass "12 Steps to Goal Setting Success"?

Best Wishes

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