

It's still early in the year, yet for many of my colleagues, friends and clients, the holidays are well in the past. They comment on grappling with busy, busy days. What can be done?

Time Management

Time management is a funny term – how brave to think we can manage time. It's like trying to manage knowledge (threw that in for my knowledge management friends).

Some clients have wondered which (and whether) basic time management ideas will help e.g. 'if I move all my emails to another folder, I'll get my life back'; or, 'my palmpilot will solve everything'. There is nothing wrong with those basic tips, and they're easy to find. You can find a wealth of ideas by searching the web. Time management courses are also a great source for tips and tricks. Perhaps just going on the course helps you to take a mental break, refresh, and return to work with new energy to tackle life efficiently.

'You' Management

You're not managing time: you're managing **things** that need to be done, and you're managing **you**. Below are some ideas on 'you' management, some of which require working at a deeper level. Thank you to friends and colleagues, who shared some great insights which are included below.

Rejuvenate

- Relax, breathe and take breaks to restore energy.
- Focus on just one thing at a time, don't multi-task.
- Take a perspective check: rise above the task and view it in light of a bigger picture.
- Retreat, gain new perspective.

Energy

- Approach your day with positive emotions and optimism. In last month's article, I wrote about positive psychology and that positive emotions create a more energetic, creative response. Applying this to task management, you will deal with your workload much better if you have positive energy.
- Be fit and healthy: it gives you zest and oxygen.
- Energy imbalances: what else drains your energy? Work on them.
- Do you love your job? Don't blame time if it's the work that you do which is getting you down.

The Mind

- Visualise intentions and 'see' the outcomes: imagine the end of the day, jobs done, leaving office at desired time, feeling happy and satisfied. This is a good alternative to writing a 'to do' list, which is just about 'doing'. Intentions are about 'what got done' and they draw you forward to achievement.
- Let your intuition guide you as to what really needs to be done; don't get bogged down with left-brained schedules and systems.
- Meditate.

Beliefs

- Are you a perfectionist? Consider where you can balance quality, time and you.
- What expectations do you have of yourself: are they too high? Do they get in the way? Are they your expectations or what you perceive others want?
- Does it feel important to be busy? Check this feeling of importance.
- Are you trying to be someone you're not? Takes time and valuable energy.
- Monitor your mindset: what beliefs are driving what you do?
- What's really important? Is this really the case? Are you sure? Really? Focus only on THE most important things.



About this newsletter

My aim is to provide you with information to help you and your staff with your personal and professional development. The theme for 2005 is 'Thriving People, Thriving Workplaces'. Each month, topics covered are based on areas of interest raised by clients and colleagues. Material is drawn from journals, books, articles and shared experiences.

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