

Creating More Hours in the Day

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"Now if you'd only kept on good terms with him, he'd do almost anything you like with the clock."

Hatter talking about time in Alice in Wonderland

I don't know about you, but I've been trying to find more than 24 hours in the day since I started my company four years ago. To date, I haven't been successful, but you'll be the first to know if that changes. I have learnt a few tips along the way though, that have helped me manage my time more effectively.

Tip One:

Create a jobs list - if you have a list of items that need completing, you will be able to keep track of your workload. Having a list also helps avoid the sleepless nights; waking up thinking 'I forgot to do that - I must remember tomorrow'.

Tip Two:

Prioritise your jobs list - split actions into four categories:

- Urgent and Important
- Important but not Urgent
- Urgent but not Important
- Not Urgent and not Important

you start spending 80% of your time working with "Not Urgent but Important" items, and only 20% of your time on the other three categories, your effectiveness will increase dramatically.

Tip Three:

The
Power of 5 - If you have a number of areas you need to progress in your life, for example your business, your personal paperwork and finances, your relationship / family and your personal education, try to move each one five steps forward each day. That way you won't feel like you're neglecting any one area and you will see progress in each.

Tip Four:

No
Excuses - remember that successful people do what unsuccessful people don't. Only 3% of the population take responsibility for doing things that add to their business / development - even when they don't like doing them. The results are compounded over time - just like interest on a credit card or savings in a bank.

Tip Five:

Look
after your health. I never appreciated the power of good nutrition, until stress began to get in the way of my business. At that point, we were visiting the gym three times a week and eating plenty of fresh foods. We thought we were doing all the right things, but I was still falling asleep at 9.30pm every night in front of the TV. When I sought help with my nutrition, the benefits were unbelievable - I gained an extra two hours energy every day. Imagine what a difference that could make to your business. Many of us don't understand how to get the most from our food - for help ensuring you're looking after your health properly and have the correct balance in your diet, visit www.wishingwellness.co.uk and book a free wellness evaluation.

"A man who dares to waste one hour of time has not discovered the value of life."

Charles Darwin