

How to Manage Your Time Wisely



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

Charles Darwin

You may or may not realize, in today’s fast paced world having someone’s time is the greatest gift you will ever receive.

One could also say that it is the most sought-after resource available for our use, yet most of us are dreadful at spending it wisely. Why is this so?

At some point in your life you may have felt like there is never enough time in the day to accomplish all the things you wish.

Daily I hear friends, family, people on the tube, in restaurants and the clients I coach always saying they don’t have enough time.

Let me put your “reptilian” part of your brain to rest, you have exactly the same number of hours per day that were given to Obama, Her Majesty the Queen, Beyoncé, The Pope, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, Albert Einstein and any person that has ever lived.

In this race for time, a lot of folks in our society try to be hyper-productive. You know — the people who scurry from task to task, always checking face book, Instagram, linked in, e-mail, organizing something, making a call, running an errand, etc.

The people who do this often subscribe to the idea that “staying busy” means you’re working hard and are going to be more successful.



While this belief may be true to an extent, it often leads to mindless “productivity” — a constant need to do something and a tendency to waste time on menial tasks.

When I started my entrepreneurial journey, instead of behaving in this way, I choose to do things differently. I made a promise to myself to stop working

harder and start working smarter.

The old adage, “work smarter, not harder” has become a staple in the way I go about work of any kind and in the way I spend my time.

Instead of being robotic in how I approach tasks, I try to be thoughtful and always ask myself if something can be done more efficiently or eliminated altogether.

Managing my time isn’t about squeezing as many tasks into my day as possible. It’s about simplifying how I work, doing things faster, and relieving stress.

It’s about clearing away space in my life to make time for people, play, and rest.

I promise you — there really are enough hours in a day for everything you’d like to do, but it may take a bit of rearranging and re-imagining to find them.

Take a moment to ask you the following questions and write down the answers to:

Do I need more time to do all the things I wish to do? Am I a good time manager? Where am I spending most of my time? Am I able to accomplish what I want to do before deadlines? What activities am I spending most of my time on? Am I usually punctual or late? Do I finish things within the time I stipulate? Do I hand in your reports/work on time?

If your answer is “no” to any of the questions above, that means you’re not managing your time as well as you want. Here are 12 tips on how to be a better time manager:

Let this list be a catalyst to get you thinking regularly about how to refine your own practices.

1. Plan Your Day, Week, Month and Year: Not having a daily plan is like trying to cook a meal without having the ingredients, it simply won't work. Get into the habit to plan your day before it unfolds. Do it in the morning or even better, the night before you sleep. The plan gives you a good overview of how the day will pan out. That way, you don't get caught off guard. Your job for the day is to stick to the plan as best as possible.
2. Use a calendar and enter those daily tasks there. Having a calendar is the most fundamental step to managing your daily activities. You can use a paper diary, outlook or lotus notes, there are many calendars that come as part of your mailing software. Google Calendar is great – I use it all the time when I am on the go. It's even better if you can sync it to your mobile phone and other different hardware's you may use – that way, you can access your schedule no matter where you are. Peg a time limit to each task. Be clear that you need to finish X task by 10am, Y task by 3pm, and Z item by 5:30pm. This prevents your work from dragging on and eating into time reserved for other activities.
3. Use an organizer. The organizer helps you to be on top of everything in your life. It's your central tool to organize information, to-do lists, projects, and other miscellaneous items.
4. Use reminders in your calendar to alert you on your deadlines. When do you need to finish your tasks? Mark the deadlines out clearly in your calendar and organizer so you know when you need to finish them.
5. Know your Values. This helps you spend the time on activities that are most important to you that honour your highest values. When you do so, you are more likely to manifest the life you wish to have.
6. Complete most important tasks first. This is the golden rule of time management. Each day, identify the two or three tasks that are the most crucial to complete, and do those first. Once you're done, the day has already been a success. You can move on to other things, or you can let them wait until tomorrow. You've finished the essential.
7. Learn to say "no". Recently I was coaching a lady who was spending most of her time doing things for others. Making a lot of

time commitments can teach us how to juggle various engagements and manage our time. This can be a great thing. However, you can easily take it too far. At some point, you need to learn to decline opportunities. Your objective should be to take on only those commitments that you know you have time for and that you truly care about.

8. Meditate. Practising daily meditation allows your brain to be more efficient, it also helps you stop and let go of all the stress, thoughts, and daily demands that can drain your energy. Find time for stillness. In our go, go, go world, too many people don't find time to just be still. Yet, it's extraordinary what a stillness practice can do. Action and inaction should both play key roles in our lives. Discovering time in your life for silence and non-motion reduces anxiety and shows you that there is no need to constantly rush. It also makes it easier to find your work pleasurable.
9. Have a good night sleep. Some people think sacrificing sleep is a good way to hack productivity and wring a couple extra hours out of the day. This is not the case. Most people need 7-8 hours of sleep for their bodies and minds to function optimally. You know if you're getting enough. Listen to your body, and don't underestimate the value of sleep.
10. Block out distractions. Switch off your phones, TV, and create a quiet space for you to do your work. What's distracting you in your work? Instant messages? Phone ringing? Text messages popping in? Calls during this time are recorded and I contact them afterward if it's something important. This helps me concentrate better. Make sure you eliminate your time wasters. What takes your time away from your work? Facebook? Twitter? Email checking? Stop checking them so often. One thing you can do is make it hard to check them – remove them from your browser quick links / bookmarks and stuff them in a hard to access bookmarks folder. Replace your browser bookmarks with important work-related sites. While you'll still check FB/Twitter no doubt, you'll find it's a lower frequency than before.
11. Focus. Devote your entire focus to the task at hand. Close out all other browser windows. Put your phone away, out of sight and on silent. Find a quiet place to work, or listen to some music if that helps you (I enjoy listening to classical or ambient music while

writing sometimes). Concentrate on this one task. Nothing else should exist. Immerse yourself in it. One Last Tip (The Best One)

There's one final tip I want to mention. If you remember one thing from this post, remember this:

12. Enjoyment should always be the goal. Work can be play. We get so caught up in busyness that we forget to enjoy what we're doing. Even when we focus on working smarter, we're still often too focused on getting things done. This should never be the point. Always ask yourself: What can I do to spend more time enjoying? what I'm doing?

The goal should be to arrange your commitments in a way that you're happy living out the details of your daily life, even while you're working.

This may sound like a pipe dream, but it's more possible than ever in today's world. Be curious. Be open to opportunity. Know yourself. Embrace your passions.

Wonderful things will happen. Best of luck implementing these tips, and let me know if I can do anything else to help you.

I compiled this list of 12 tips to hopefully nudge you in the right direction.

Remember: There are innumerable hacks and tricks to manage your time effectively. These are some tips that I find helpful, but everyone is different, if this was helpful, please share this article on FB, twitter, LinkedIn and with your friends and family.

You can read more by buying a copy of the book "A Path to Wisdom-How to live a balanced, healthy and peaceful life" that in few months has now entered the Amazon's list of top 100 spiritual books.

You can choose to book yourself in for a two hour Time Clarity Consultation in which together we can look at the root cause of why are you not spending the time in the way you wish to spend it. We will clarify what's on your way and what can you do to make the most of your time each day. Please e-mail info@tonyselimi.com.

At the end you will receive personalised feedback and experience first-hand what Clarity Time Management Coaching can do for you and the next steps.

Start sharing your thoughts with an authentic community on my FB pages, on twitter, LinkedIn or Instagram.

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Do you have any tips to be a better time manager? Feel free to share in the FP page areas!

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