Where Did My Time Go?

by: Gloria-Jean Brown

We all have time management challenges from time to time (pun intended) 😊

You need to be aware that your behavior does play a part in your time maze. But, it is only a matter of understanding, developing a plan for YOU and a generous dose of discipline.

There are 4 basic behavior styles:

1. Person who likes immediate results and direct answers.
   Seeks power/authority. Willing to take risks.
   
   **Strengths:** Keeps team focused and on task; makes decisions when no one else wants to.
   
   **Limitations:** May come across as unapproachable; shows impatience with others.

2. Person who likes to be with other people developing relationships.
   
   **Strengths:** Good at inspiring others; easily give positive feedback.
   
   **Limitations:** Disorganized; lacks follow through.

3. Person who likes sincere appreciation of efforts; cooperating with others.
   
   **Strengths:** Empathetic and sensitive to the needs of other; good team player.
   
   **Limitations:** Resistant to change; indirect.
4. Person who likes attending to details with a logical path to completion.

Strengths: Follow standards accurately;
diplomatic.

Limitations: Desire to stick to the rules;
concerned with perfection.

Do you recognize yourself in one of the above descriptions? They are neither good nor bad – they are a fact. How to you proceed from here? It will require Goals (to do list); Planning (break your project(s) into workable portions); and Scheduling (time to complete your phases) for all phases of your life; but, it isn’t a bad thing. If you are not focused on where you want to go – how will you get there? Where will you arrive?

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Planning with Goals:

First step is to have a goal. What do YOU want to accomplish? – that is YOUR goal!

WARNING: Be certain ‘what’ you are setting ... goal or desire (hmmm...)

GOAL - something that you want that you can control. You are totally responsible for the accomplishing.

DESIRE - something that you want but you can not control the outcome.

When you are setting your goals - put steps/tasks in place that you can control and adjust based on your progress. Example: you desire to wear a smaller size in
clothing. Your goal [to lose weight] would be to eat less, exercise a certain amount per week, or even join a group whose goal is to lose weight.

You will frustrate yourself when you do not properly identify a goal versus a desire. Or, if your goal involves other persons of whom you have no control over - their likes/dislikes; their reactions to various circumstances.

Second – PLAN to accomplish that goal – what do you have to do to achieve what YOU want?

a) Goals should be S.M.A.R.T:
   S – specific
   M – measurable
   A – achievable
   R – realistic
   T – timed

   ...and to insure success – Written.

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**PLANNING** – deciding what to do. **SCHEDULING** – deciding when to do.

Although we don’t know the future, put your claim in by scheduling.

Planning is intention; scheduling is ‘the secret’ to making things happen. If you don’t make time (schedule) – it won’t happen! Don’t get hung up on whether or not you have to change the appointed time. Majority of scheduled events not only HAPPEN; they usually happen, on time!!
Do you plan for interruptions? Leave room in between scheduled appointments or tasks. Take a breather – have a cup of tea. Sometimes appointments go longer [or even shorter] than expected. Every time you travel {drive, metro: train and/or bus} there isn’t a traffic jam but when there is – how far off are you on time? Do you build in 15 minutes, just in case?

Do you schedule quiet time in your day to review your to-do list or tasks. Where are you? What needs to be added? What can be delegated? Start early in the day on your most challenging tasks. Break large projects into smaller tasks to be completed over a few days. Set time limits for completing each step.

Keep a list of small jobs and when you have gaps in time – you can knock a few off your list!! Keep something with you - for unexpected waiting times [a book to read, writing paper, etc.]. Schedule time to do it right the first time. You won’t have to waste time doing it over.

b) Plan:

1. **Work-plan Steps** -
   a) What are my goals?
   b) What will YOU have to do?
   c) What priorities are involved?
2. Time-plan Steps -

a) How much time?

b) When will you do it?

c) Be flexible – allow of the unexpected.

Who is setting your Agenda?

Set Goals ... Plan (of action) ... Schedule!

c) Scheduling:

1) Start early. Draft task you need to do.

2) Schedule your most important tasks

3) Take quiet time to take down large projects

4) Prepare the day/night before

5) Make a list of small jobs that take a few minutes
YOUR THOUGHTS SHEET

Use this page to draft your thoughts, ideas, goals, what needs to be planned and what needs to be scheduled.

5 Major Goals in the next 90 days to 6 months:

1. 
2. 
3. 
4. 
5. 

What needs to be planned? Do you need the help of others? Identify them? Contact them in a timely manner.

1. 
2. 
3. 
4. 
5. 

What needs to be scheduled? Break project in to workable pieces.

1. 
2. 
3. 
4. 
5.
Thank you for supporting this eBook on the beginning steps of your ‘time’ management.

I invite you to visit www.CoachingbyGJ.com, and click the tab entitled “Purchase Assessments” and order the assessment to 1) determine your behavior style; or, 2) order the assessment to discover your time management level; or, order BOTH 😊

Gloria-Jean Brown

www.CoachingbyGJ.com

1.866.437.2397

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