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PLAN AHEAD

Planning is probably the best use of our time we can ever make. Time management experts tell us that for every one minute we spend planning, we will save twenty.

Training ourselves to plan ahead takes practice. It is helpful to learn when we are young, but the encouraging thing is that we can learn at any age.

Planning your day -- and having nightly closure -- are both functions that will help give your day structure.

Other ways of planning ahead are:

1. Making lists -- lists of what needs to be done at home, at work, when in the car, groceries, phone calls, etc.
2. Organizing your "paper clutter" by using an adequate filing system. This will be of great value at year end or income tax time.
3. Applying the Pareto Principle and simplifying life by separating the 20% that is vital from the 80% that is trivial.

PLANNING AHEAD makes real sense, because unless you know what your needs and priorities are -- other people's requests will take priority. This will leave you to solve their problems rather than your own. THEY love us because we are such "nice guys and always available" -- but we end up hating ourselves because our lives are such a mess.

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