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MAKE EACH DAY COUNT

Have you ever thought what a great gift a day is? What will you do with this one? We do not use time -- we spend it. All of us are given the same amount to spend and here are some keys to effective time spending:

1. Choose a comfortable style. Being overly organized is no virtue. When carried to extreme, it can be crippling. Compulsive perfectionism is neurosis!
2. Block out planning time. Set aside a regular time each day for thinking.
3. Block out committed time. Block out the time you do not control. Don't be frustrated with this. Remember, it's your life -- and change this if necessary.
4. Put important deadlines on your schedule.
5. Schedule time for recreation and diversion. Make a point to discover and enjoy your "non-vocational self."
6. Avoid over-commitment. Learn to say "no" -- don't dilute your effectiveness.
7. Make the most of your prime time. You know when you are most likely to be at your best. Use that time wisely, creatively. Thirty minutes less sleep per day is 192 hours a year -- or 8-3/4 full days -- saved for you.

Read by Ken Haystead
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