

2010-01-11

DOING LESS TO ACCOMPLISH MORE

Sometimes we need to examine our time schedules in order to restore vitality to our lives and relationships. Dr. Harold Bloomfield, in his book *MAKING PEACE WITH YOURSELF*, recommends the following guidelines for doing less to accomplish more:

- 1) *MOST TIME PRESSURES ARE SELF-INFLICTED.* Go through the list of demands on you and eliminate those you've needlessly created for yourself. Ask yourself the basic question: Do I really have to do this?
- 2) *STOP TAKING PRIDE IN HOW MUCH YOU OVERWORK.* Ask yourself throughout the day whether what you are doing is your biggest priority or just more "busyness." Rather than priding yourself on the number of hours you put in, use your creative ingenuity and plan wisely.
- 3) *HARD WORK ALONE IS NEVER ENOUGH: YOU MUST LISTEN TO YOUR INNER VOICE IN ORDER TO DEVELOP YOUR CREATIVITY.* When you are centered and not afraid of quiet reflection, you are less likely to run yourself ragged. Drive and hard work are necessary, but far more important are your creativity and enthusiasm.
- 4) *DON'T OVERSCHEDULE YOURSELF.* Most of us have a tendency to take on a lot more in a given period of time than we can do. An effective strategy is to create deadlines that allow an extra 30 percent of time for human error, delays and unanticipated problems.
- 5) *TAKE SATISFACTION IN SAYING "NO."* We can't be all things to all people, or try to do everything that comes along.
- 6) *SCHEDULE BREAKS WITH AS MUCH SERIOUS INTENTION AS YOU WOULD KEEP A MEETING WITH A TOP CLIENT.* Relaxed time with loved ones deserves a high priority. A life well lived is not spent only accumulating assets for tomorrow.

7) *BECOME AWARE OF YOUR OPTIMUM REST/ACTIVITY CYCLE.* Some people are at their best in the morning, whereas others have their most intense burst of energy and creativity late in the day. Protect yourself from phone calls and interruptions during your prime time.

8) *TAKE A SABBATICAL.* Use the time for personal development. It can be not only rejuvenating, but financially profitable.

9) *AN OUNCE OF PREVENTION IS WORTH TEN POUNDS OF CURE.* Learn to pace yourself before you acquire a serious illness. Set aside time each day for rest and rejuvenation.

10) *CULTIVATE A FRIENDLY RELATIONSHIP WITH TIME.* Instead of viewing time as your enemy, begin to use it as a creative tool.

11) *REMEMBER THAT FAILURE IS A PART OF SUCCESS.* Some people are tense and rushed because they are tyrannically driven by a fear of failure. Yet, the very best hitters only get three hits out of ten times at bat. To succeed, one must know how to fail.

12) *STRIVING FOR SUCCESS IS JUST ANOTHER GAME THAT IS NOT TO BE TAKEN TOO SERIOUSLY.* No matter how talented and hardworking you may be, you can never win at every challenge. Your sense of humor is essential. Enjoy the simple pleasures of daily living. Even when you are approaching a "big" deadline, remember that you are bigger than any job you perform or compensation you receive.

From *MAKING PEACE WITH YOURSELF*
By Harold H. Bloomfield, M.D.

Used by Kenneth Haystead
on *PEACE FOR TODAY*
January 11, 2010