

Time Management: "Time Suckers" vs "Time Savers"



"If you don't make up your mind, your unmade mind will unmake you." - Reporter E. Stanley Jones

"Time Sucker" Thoughts

"Time Saver" Thoughts

Instead of...	Try:
 <p>I'm the only one who can do this.</p>	 <p>This could be a good learning opportunity for someone else.</p>
 <p>This will go faster if I just do it myself.</p>	 <p>Doing this myself would be a short-term gain but a long-term loss.</p>
 <p>This has to be done perfectly.</p>	 <p>I will do this well, and then I will move on to the next priority.</p>
 <p>I say "yes" to the urgent things.</p>	 <p>I say "yes" to the important things.</p>
 <p>Saying "no" will get people mad and they may not like me anymore.</p>	 <p>Saying "no" will let me to say "yes" to something of more value and help.</p>
 <p>I don't have time to exercise or eat right.</p>	 <p>Self-care boosts energy and productivity.</p>
 <p>I do whatever lands on my desk or inbox first.</p>	 <p>I plan my day/week ahead. Then I assess if my time was spent appropriately.</p>
 <p>I'm sure I'll get around to working on my top goals at some point.</p>	 <p>I block time on the calendar for top goals. I work on them during the peak of my energy & focus.</p>
 <p>I hope I don't get interrupted.</p>	 <p>I expect interruptions and have a contingency plan to keep moving forward.</p>

