

TIME MANAGEMENT



TIME SUCKER VS. TIME SAVER THOUGHTS

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

THOUGHT QUESTIONS:

- What "time sucker" thoughts do you use? What are the long-term costs of each?
- What would change for the better if you replaced each with a "time saver" thought?
- What "time saver" thoughts do you want to start using? How will you make these a habit?

