

Need an Extra Month?

What would it feel like to be given an extra month this year? Sound too good to be true? What if I told you that by learning and using some proven time-management methods, you could have that extra month?

Let me explain. We both know that each of us has the same amount of time every day. That amount doesn't change according to circumstance. Remembering this, the phrase, "When I have more time, I'm going to ..." is meaningless.

You will never have more time than you have today. Once you accept that truth, you begin to see time as a valuable commodity that must be used wisely. Each of us needs to learn to use time effectively to accomplish the things that are most important to us.

So, how do you get that extra month? Well, research shows that we spend roughly three hours per week, or a whopping 150 hours per year looking for the things we need. That is probably a low estimate if you are like most people. Here's the bad news... Using a 40-hour work-week as a basis, you've lost almost a month just looking for things.

The news is not all bad, however! This problem can easily be solved. You probably think I'm going to say you need to "get organized." Interestingly, "getting" organized can be a waste of time if there is no system in place to help you "stay" organized.

The secret is a system that will save you time, money, energy, and stress. The first step in creating your plan is to write down the things that are most important to you. Does the way you spend time reflect the importance of those things in your life? If the answer is no, what changes can you make? What activities are robbing you of valuable time?

Meaningless tasks will rob you, leaving no time for activities that will make a positive difference. Sometimes we relinquish our precious commodity to others without a fight.

Take the Productive Environment Scorecard for Individuals to get a clear picture of how you are spending your time. Working with an expert that offers an effective game plan can be beneficial as you look for your extra month. Start now. There will never be a better time!