TAKING CONTROL OF YOUR TIME!

When you are feeling frustrated or unorganized, realize that you got yourself into that position by not making decisions! Most women struggle to spend “quality time” with their families. What do you have to do on a daily, weekly and monthly basis to make that time possible? You must balance your career and family goals by eliminating all functions in your career that do not make money or pertain to your future or you family.

Most decisions are not easy. However, when you have your lifetime goals in hand, your priorities in order and your time arranged, you will find that making wise decisions gets easier and easier! Here are some ideas to help you get where you are going:

- Don’t waste your time feeling guilty about what you do not do.
- Find a new technique each day that you can use to gain time.
- Skim books quickly, looking for ideas to help you in your career.
- Take time to review and revise your lifetime goals once each month.
- Map out a plan of exactly what you want to achieve and break it down into simple, workable steps. Then -- one step at a time -- BEGIN!
- Keep long-term goals in mind even when doing the smallest task.
- Put up signs or pictures that remind you daily of your goal.
- Realize that every day you will encounter things that hinder your progress. When this happens, simply plan another course of action.
- Many hours will be spent that seem to indicate nothing is happening, but remember that all great things take a lot of ground work.
- Keep a list of specific things to be done each day and arrange them in priority order; then do the most important ones first.
- Give yourself time off and special rewards when you finish important tasks that move you closer to reaching your goals.
- If you catch yourself procrastinating, ask yourself what you are trying to avoid. Then confront it head on and get it done!
- Focus on your efforts on things that will have the best long-term results.
- Train yourself to go down your “things to do” list without skipping the difficult or unpleasant tasks.
- Do most of your thinking on paper, always charting what gets dollar results the fastest.
- Set deadlines for yourself and for others.
- Analyze all setbacks and failures to see how they can be avoided again.