

# Manage Your TIME Before it Manages You

By Debra Kasowski

Do you ever sit and wonder where your time has gone? You suddenly look up from the computer and realize it is two hours later and you have not accomplished what you wanted to. People who complain that they're not as productive as they would have liked often have not set goals or made plans to achieve what they wanted to. They may not have planned for eliminating the time wasters which steal their time. If you don't manage your time, you will find that time manages you. It can lead to a lot of frustration and long sleepless nights if you do not consciously plan for your life.

Having a plan provides you with the guideline of how you would like to accomplish your tasks.

1. **Eliminate time wasters before you get started.** Turn off your e-mail notification. Let phone calls go to voicemail. Select specific times that you will tend to e-mail. Avoid checking your e-mail in the morning as it may take you until noon to complete.
2. **Set your intentions and daily goal for your day.** By setting your intentions for your day, you are able to list tasks and activities that must be done to get closer to your goal.
3. **Let your mind create a map.** Mind map what you need done for each item on your to do list so nothing is missed. This is a great tool to help you brainstorm and to remember what needs to be done.
4. **First Things First.** Go after the toughest task first. Once you accomplish the task, the rest of the day will come with ease.
5. **Stay focused on the task.** It is easy to get distracted by papers on your desk or people around you. When possible close your door or put up a sign to let others know that you are working on a deadline - one you have created for yourself.
6. **Delegate when possible.** If a certain task can be done better and more efficiently by someone else, delegate it. Spend your energy and time where you can make the most of your strengths.
7. **Less is more.** Take 10 to 15 minutes at the end of each day to declutter and tidy your desk or areas of your home. Less upkeep of your work area means you will not feel drained or overwhelmed by clutter. You will be able to focus on what needs to get done.
8. **Plan for tomorrow.** Write down who you need to phone, e-mail, send thank you cards to, or meet with the next day. Prepare any notes you may need to take with you to your meetings.

**9. Acknowledge your daily accomplishments.** Recognize how much you have completed by staying on task and working with purpose.

When you feel in better in control of the time you use, you will be more productive and relaxed because you are not hurried for time. Manage your time wisely, before it manages your life.

***Debra Kasowski** is the Founder/CEO of The Millionaire Woman. She is a motivational speaker, coach, and author. Debra loves to inspire and empower others to become rich from the inside out. Sign Up for her FREE Special Edition newsletter and receive monthly newsletter at <http://www.debrakasowski.com> or follow her blog The Millionaire Woman Minute <http://www.debrakasowski.blogspot.com>*