



HAVING TIME ON YOUR SIDE

6 Dynamic Strategies to Managing Your Time

Cheryl Vallejos



Having Time On Your Side
6 Dynamic Strategies to Managing Your Time
by Cheryl Vallejos

Contact Cheryl Vallejos
at cheryl@primeleaders.com for details.

Copyright © 2005 by Cheryl Vallejos



Designed and ePublished by sam101.com

MAILING ADDRESS:
Post Office Box 333
Marietta Georgia 30061

WEB SITES & EMAIL ADDRESS:
www.sam101.com
info@sam101.com

All rights reserved. This book, or parts thereof, may not be reproduced
in any form or by any means without permission.

Contact the epubliher at info@sam101.com for details.



HAVING TIME ON YOUR SIDE

6 Dynamic Strategies to Managing Your Time

Forward

During my 22 years in the corporate world, I found that there was an increasing demand being put on individuals to get more done in less time. This brought on more stress, and, in some cases, made people less efficient.

Working with managers, directors and CEOs over the years, I found the biggest complaint was 'time' and not having enough of it. The increased workload, combined with the pressure of deadlines, seemed to snowball into a world of frustration. I wrote this program to help solve these problems and get individuals back to completing their work with more efficiency than ever before while still enjoying their lives.

By learning and implementing the 'Six Strategies to Having Time on your Side', you will discover how you can move from being good at what you do to being great at it.

May time be on your side,
Cheryl Vallejos

Contents

Forward

Chapter 1: Setting Your Goals

- Goal Setting And Motivation
- Write Your Goals Down!
- Keep Goals in the Present
- Focus on the Results You Expect to Gain
- Goal Setting
- Don't Put It Off
- The Solution? Practice, Persistence, Practice
- Take Action
- Let's Begin Here
- Develop Clarity

Chapter 2: Getting Yourself Organized

- Get Yourself Organized
- Steps for Getting Organized
- The Best Way To Get Organized
- Paperwork
- Being Neat And Organized Versus Dealing With Clutter
- Being Punctual
- The Power of Completion
- Remember: The best way to get organized is

Chapter 3: Establish Priorities

- We All Live in Choices
- Prioritizing your list
- Where would you classify the following tasks according to the consequence explained above?
- Doing The Right Things First
- Not Doing Things
- The ABCDE Method

Chapter 4: Manage Multiple Tasks

- Create a Tracking System For Multi-Tasking
- Break Large Task Into Smaller Tasks
- Manage Multi-Tasking By Keeping To Your Own Projects
- Start Projects With The End In Mind
- Get started on the project and multitask when you can
- Learn to use your time wisely
- Paying The Price Of Multi-Tasking
- Were We Made To Multi-Task?
- Organizing Your Work Area To Get More Done
- Delegate, Delegate, Delegate
- Do What Feels Good

Chapter 5: Overcome Procrastination

- Here Are Some Steps To Help Kick Procrastination Out The Door
- There Are Three Ways To Stop Procrastination
- How to Be Aware of Procrastination
- Five Ways to Get Yourself Started
- Action Exercise To Help With Procrastination

Chapter 6: Dealing with Interruptions

- Dealing with Others
- Communication Clarification
- Getting Help To Get More Done
- Teach And Train Others
- Effective Meetings
- Before A Meeting
- Handle Crisis Management
- Avoiding Problem Areas

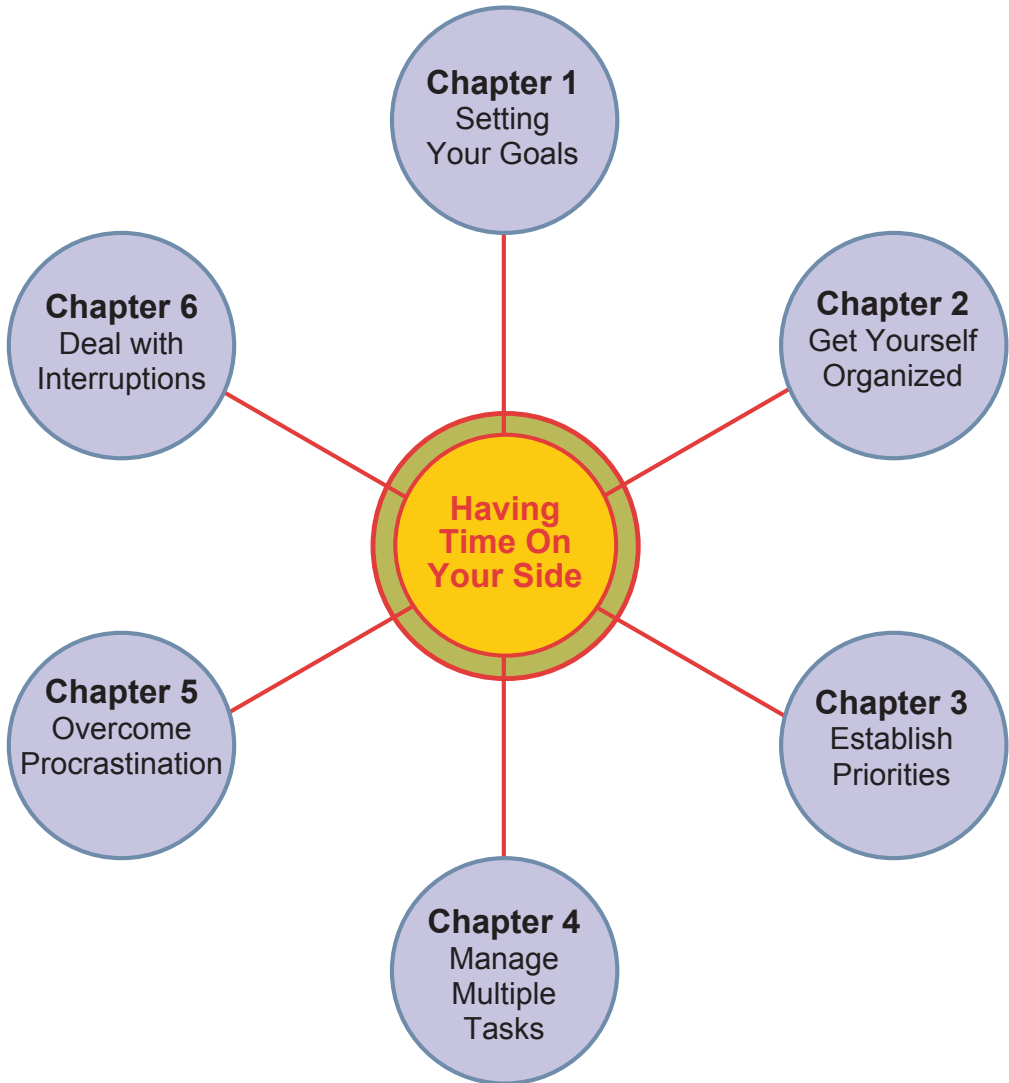
In Closing

About Author

Having Time on Your Side

The Six Strategies of Managing Your Time

Discover reliable ways to get more done in less time



Chapter 1

Setting Your Goals

Solve the Problem of Too Much To Do and Not Enough Time to Do It by Setting Your Goals.

Setting personal and business goals is a must if you want to experience the benefit of time management. Setting personal and professional goals outlines your intentions and makes it real to you. You have to go deeply within yourself and ferret out your innermost desires in order to set satisfying goals.

Goals are not results!

Many people are afraid to set goals because they are afraid of what happens if they “fail” to achieve them. They believe that failure negatively affects their own self-image.

Nothing could be further from the truth.

One of the most positive aspects of setting personal and professional goals is what the failure to achieve a goal teaches you. There can be any number of lessons, chief among them is personal dissatisfaction and the bad feeling it engenders. Some are beyond your control. However, examining why a goal is not achieved will yield valuable insights into your beliefs, attitudes and emotions.

Goal Setting And Motivation

You need to feel a strong desire about your goal. Desire is the motivating principle of life. Your desires well up automatically in an endless number of options. You need to choose the ones you feel really strongly about and choose it because you really want to. You can use the best techniques for goal setting and planning, but if the desire to follow through in implementing the original desire is not there, then:

- you are less likely to achieve the goal
- you feel a sense of emptiness about it if you do.

Write Your Goals Down!

Write your goals down, draw or paint them. They are more realistic when you can see them, rather than letting them swirl about endlessly in your head, where they have no outlet. Writing them down is a form of commitment which will help to keep you on track.

Keep Goals in the Present

The phrasing of goals is also very important. Phrase them in the present, so you can act as if they're already happening. This programs your brain to start working towards them. Use "I am...." instead of "I will...". "I will" refers to an indeterminate time in the future. "I am" keeps you firmly focused in the here-and-now while keeping the future in sight.

Also, remember that when a goal is written down, it isn't set in stone! You are always free to change and modify your goals as your circumstances change.

Focus on the Results You Expect to Gain

Your job is to learn how to direct your power by consciously focusing on your objectives. Your single-mindedness will win the day for you.

First, you have to confront and eliminate all the things that unnecessarily clutter your mind, and I'm willing to bet there are quite a few – many more than you think. Then, you have to get very clear about what you DO want.

On a fresh piece of paper, create two columns. Label the columns "My NOW Behavior" and "What New Behavior I'd Really Like". As we go through this course, when you hear ideas, they will spark recognition of where that behavior belongs on our list. Return and write them down. By the end of the class, your inventory will be rather extensive.

For instance, saying: "I want a relationship where I will not be abused" would not be an issue if you did not have an abusive relationship, and so even in making this seemingly positive statement, you are focusing on not wanting to be mistreated. Formulating a new behavior description in the NOW and in First Person might say "I am well treated in a loving relationship." Can you see the difference?

Goal Setting

The Benefit Of Setting Goals INCREASES

- Effectiveness
- Motivation
- Direction
- Accountability
- Desirable results
- Personal satisfaction

The Lack of Goal Setting DECREASES

- Urgency
- Awareness of Priority
- Great Results
- Productivity
- Actually Reaching Your Objectives
- Efficiency

Don't Put It Off

How much time, energy, anxiety, guilt, and exhaustion have you ever spent agonizing about something you've put off for weeks or even months, only to realize that it only took you a few minutes to get it done? Don't you just want to smack yourself and ask, "Why didn't I do this sooner?" You know from your own experience it's better to plow ahead and get it done.

Have you ever thought to yourself just as you're falling asleep at night, "Oh man, I still haven't made that phone call," or you think, "I STILL have that huge pile of paper clutter to sort through because I HAVE to find that in-

formation?" Then, your stomach ties up in knots and your heart starts to pound.

Those thoughts can suck the energy out of your bones. I think that dreading a job leaves us as tired as doing the work itself.

If you're putting off something important and you CANNOT think of a reason to DO IT NOW, remember the dread that comes with procrastination. It can make you miserable, anxious, guilty, exhausted, and sick. And the opposite is true, too, isn't it? Have you ever finally done something that you've been putting off for ages? And when it's complete, don't you want to dance with joy? You get so much energy you just want to run around the block and shout to the world what you've just finished. It's a great feeling, a sensational one.

Think of this the next time you know you need to do something NOW but you start to talk yourself into putting it off. Do you really want to spend time with that cloud of dread hanging over you?



"Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it"
M. Scott Peck

The Solution? Practice, Persistence, Practice

It's a very good idea to write down what you want in detail. Reading your objectives, preferably aloud several times a day while seeing yourself already having what you want, builds confidence. You will be using both audio and visual prompts for a double impact of remembrance.

In Closing

Cheryl Vallejos is a Professional Business Leader, Coach and Consultant with over 22 years in business management, accompanied by several certifications in coaching. If you would like information on any of the tools discussed in this ebook or if you are interested in leadership coaching, please contact Cheryl Vallejos. She will help you manage your time more efficiently, increase profits and take your business to the next level.

Call **(520) 730-4456** to discover the ways to take your business to another level.

To email Cheryl contact her at: Cheryl@primeleaders.com

You can read more about Cheryl's products and services at: www.PrimeLeaders.com and www.EndorseSuccess.com

Good luck to you!



About Author



This program was created and written by Cheryl Vallejos who is President and CEO of Endorse Success, LLC and Prime Leaders Community.

Cheryl Vallejos has more than 22 years of experience in organizational business management. Her passion is helping small businesses become successful in order to create big profits. One of the ways she does this is by helping organizations and individuals get more done in less time to reduce stress. The difference between good and great results is the effectiveness with which we complete our work and control our day, instead of letting it control us.

Cheryl's dynamic and impressive leadership skills have helped entrepreneurs and businesses improve productivity, cut costs by over 25%, and find that elusive extra time in the day for family and friends.

Cheryl is the author of: *Injecting The Juice Into Leadership*, *Low Carb Leadership*, *Discover the Golden Nuggets of Leadership*, and *Budgeting for Current Times*.

You can also read more about Cheryl and her professional business coaching at www.EndorseSuccess.com.

Now, sit back, take notes, learn all you can, and get ready to take charge of your day, your tasks, your life, and your happiness.



HAVING TIME ON YOUR SIDE

6 Dynamic Strategies to Managing Your Time

Cheryl Vallejos