



Using Time Well

Using time well assists us to achieve our goals and create wellbeing in our life, the lives of other people and society.

Most of us feel that we do not have enough time. Some people feel they do not manage their time well and may not know how to manage it more effectively.

There are changes you can make which are easy to do and help you to use time in a way which assists you to go forward successfully. This article shares five of these ways. They are:

- Organizing goals in circles.
- Setting aside time for each project.
- Working on similar projects together.
- Using small amounts of time effectively.
- Taking breaks and coming back with new ideas.

There are many ways to use time well. The ways we share in this article help you achieve your goals and create positive results in your life and work.

Here is a description of each of these five ways and exercises which assist you to use them effectively.

Organizing Goals In Circles

Organizing goals in circles helps you to be well-organized in the way you achieve your goals.

Your goals can be for your life, an area of your life and also for the projects and activities you are developing in each of these areas. In our work, we identify the areas of life as; health, relationships, career, finances and personal growth. You can use circles for each of these areas and for the projects and activities you are working on in each area.

Here is an exercise which assists you to organize your work in circles so that you achieve your life and work goals successfully.

Exercise For Organizing Goals In Circles

1. Draw a circle for each area of your life and the projects and activities in each of these areas that you are currently working on or would like to work on during the next year (or another length of time, i.e. 90 days, 6 months, etc.)
2. Write a Positive Goal Statement for each circle. A Positive Goal Statement is a statement about a goal as if you are already accomplishing it successfully. Here is an example of a Positive Goal Statement for the career of a professional who is a business and life coach.

I am assisting professionals to achieve their work and life goals. Including life coaching enables my clients to develop their positive qualities, create fulfillment in their life and develop successful relationships. Coaching my clients to accomplish their life and work goals is assisting them to achieve their goals and create success in their life and work.

3. Work with this goal for the length of time you have chosen for this work.
4. Make a list of actions you will take during this time.
5. From this list, make a list of the actions you will take for each quarter of the year.
6. List the actions you will take during the first month of the first quarter.
7. Write down the actions for each week during the first month.
8. Choose the action(s) you will take the first day of the first week.
9. At the end of the day, look at your action(s) and results and choose the same or another action or actions you will take the next day.
10. At the end of the week, look at your actions and results. Refine your actions for the next week.
11. Refresh and refine your actions each month.
12. At the end of the year or other length of time you are working on the goal, decide to continue to work with the goal or choose another and use this exercise to assist you.

Set Aside Time For Each Goal and Project

Setting aside time for each goal and project assists you to create positive results. The best way to do this is to schedule time to focus completely on a goal or project. Organizing your goals in

circles will assist you with this work. It is a good idea to include enough time to organize, plan and refine your goals and the actions you are taking to achieve them.

Here is an exercise which assists you work on your goals and projects in this way.

Exercise For Working on Goals and Projects Effectively

1. Decide on a goal or project you would like to work on and schedule time for the work in your calendar. This time should be free from any interruptions.
2. Write down what you would like to accomplish during this time.
3. Set aside time at the end of the work session to look over what you achieved and the actions you will take before your next work session. Also, write down what you would like to achieve during the next session.
4. Schedule time to work on your action steps before your next work session.
5. Set aside time for this session and write it in your calendar.

Work On Similar Projects Together.

Another way to use time well is to work on similar projects at the same time. This assists you to leverage your time and energy.

Here is an exercise to assist you.

Exercise For Working On Similar Goals and Projects Together

1. Decide on the goals and projects you would like to work on at the same time.
2. Choose an amount of time to work on them together.
3. Schedule the time you would like to work on each project and the outcomes you would like to achieve during this work session.
4. At the end of the session, look at your results. Make a list of the actions you will take for each goal and project before your next session and during the next session.
5. Schedule time for this session.
6. Work on your goals and projects before the next session.
7. Review and refine your results and actions each day and every week.

8. Refresh and refine your goals and actions every month and quarter.

Use Small Amounts of Time Effectively

It is surprising how much you can accomplish in a small amount of time.

In my work, I discovered a way to use small amounts of time effectively. When I work on a project, I take regular breaks for 10 or 20 minutes. During the break I make a phone call, take a short walk, or work on another project. These breaks enable me to continue working on the project and accomplish other projects or activities at the same time.

Here is an exercise which assists you to use small amounts of time effectively.

Exercise for Using Small Amounts of Time Effectively

1. Choose an amount of time to work on a goal or project before taking a break. When I use this method, I often work on a project for 20 minutes.
2. Decide on how much time you would like for the break.
3. Begin to take short breaks to discover what works well for you.
4. It is a good idea to work on a project for the same amount of time between time breaks. For example, you can work on a project for 20 minutes, take a break for 10 minutes and come back to the project again for 20 minutes.
5. Discover which types of activities work well for you during the break.
6. Continue to work with small amounts of time in ways which enable you to work on your goals and projects effectively and accomplish other projects and activities at the same time.

Take Breaks And Come Back With New Ideas

Taking breaks from a goal or project can be as productive as working on them in a consistent way. These breaks are longer than the ones described in the exercise above for using small amounts of time effectively. Breaks can be for several days, weeks or months.

Here is an exercise which assists you to take breaks in this way and come back to a goal or project with new and innovative ideas.

Exercise For Taking Breaks and Coming Back With New Ideas

1. Choose a goal or project you are working on for this exercise.
2. Decide on an amount of time you would like to take for the break (i.e. days, weeks, months, etc.)
3. During the time you are taking a break, you can continue to add value to the project by increasing your knowledge, skills and expertise or in another way. This continues to add momentum for achieving your goals successfully.
4. Experiment with varying lengths of time for the break. Compare the results you receive from taking short or long breaks.

These five ways of using time well assists you to achieve your goals effectively. Accomplishing your goals creates fulfillment and wellbeing in your life. It helps you to contribute in positive ways to the lives of other people and society.

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