

Every Minute Counts – Checklist to Follow on a Very Busy Day

If you wake up in the morning and realize you have a lot to do that day, how do you get through it all, especially if you have people counting on you to do those tasks because it helps them in the process?

Here are some techniques, tips, and strategies that can help you stay organized mentally that will help you get through the day physically:

- ✓ Having a lot to do is a gift, not nuisance. There are people in this world with very little to do because of their circumstances. They wish they had the resources to do more, but they can't. Don't get upset with yourself or others for having a lot to do on a given day. When you are upset, you take it out on others, hurt their feelings and it takes a lot of time and energy to rebuild the relationship once there is hurt.
- ✓ On a very busy day, tell yourself that you have a lot to get through and focus only on those tasks and activities. Just telling yourself that you are going to focus will help you focus.
- ✓ On a very busy day, you have to move a little faster. Instead of a 25-minute shower, cut to a 15-minute or even 10-minute shower. If most of your days are busy, by thinking about how much time you are spending on certain activities, you'll slowly build more time in your day for the more important things.
- ✓ Greet people, but do not stand around for a chit-chat that can wait for another day. The small talk is important every now-and-then because it builds relationships and familiarity. But on a super busy day, it has to be limited to just a few minutes or seconds.
- ✓ Multi-tasking will help tremendously. While you are eating, talk to people, eat, read, check social media, etc.
- ✓ Wake up just one hour earlier. This will give you a chance to get more done on a very busy day. However, the one hour "extra" cannot be wasted. On super busy days, every minute counts so the more you can do in that one hour, the better.
- ✓ If possible, ask for help from others, but do not count on them to get things done (picking up something from the store, washing dishes or clothes, etc.)