



Organizing Report...

Are You Too Busy?

- By Lorena Prime -

No time to discuss time management? Then you're *too busy*! Being busy, however, is not a badge of honor and it does not make you important – it just makes you tired.

There is no magic formula to getting *everything* done – we'll never complete all the tasks on our list. Remember, though, life is about *living* – doing things you love at work and at home – not filling every minute with to-do's.

Want to go sailing to Tahiti or learn how to cook Cuban food? In order to create time for doing your dreams, you need to change your mindset. Consider the following to improve your current habits:

- **Spend time like you would spend money.** There are 1,440 minutes each day, so think of these precious minutes as if they were money. If you spend \$120 (minutes) on Task A, then you cannot spend it on Task B. Be wise with your dollars (time), and you'll ac-

complish more things that are truly important.

- **Think about consequences.** Is doing that task really necessary? What happens if you don't do it? If consequences are small or nonexistent, skip it. If penalties are bigger, then weigh whether spending the time is worth it.
- **Do what's important and forget the rest.** What *must* be done today? What can be done tomorrow? Choose things that get you closer to your goals. If a task doesn't move you forward, then why do it?
- **Pick 3 things.** We always try to do too much and end up doing less important things. For each item on your list, ask "If this is the only thing I accomplish today, will I be happy with that?" If the answer is "Yes," then that's one of your three things to work on.
- **Permit yourself to do less.** If you work on high priority items, you will produce more results than just doing busy work. You'll also feel bet-

ter about yourself. So, to do less, let some things go – see "Think about consequences" above.

- **Set boundaries.** Answering your business phone at 9 at night, will encourage people to call at 9 p.m. *We teach others how to treat us.* Establishing no boundaries sends a message that it's okay to call you day or night. To get off the business treadmill, be firm about when business stops and stick with your decision. (Most people will understand that you don't want to work 24x7.)
- **Create a "Bucket List."** Nothing helps you feel motivated like a list of things you want to do in your life. Creating this list will help you make better, more conscious decisions about your daily tasks. Now you're taking action that leads you to your goals!

Part of feeling overly busy are the expectations you put on yourself, but you can change that by rethinking what you're doing daily. Remember no one gets to his death bed and says he wished he would have worked harder – unless he didn't achieve his goals and dreams. **Z**



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Lorena Prime, Owner of Clearly Organized, uses a 5-stage process to help people shorten routine office work and save 1-2 hours every day. What could you do with an extra 1-2 hours per day? For more information, visit www.ClearlyOrganizedLife.com or call 617-633-2199.