

private label right report #1

Here's What You Get:

101 Tips For Avoiding Procrastination

This report is **40 pages, single spaced**.
There is no fluff, no filler, no nonsense.
Only high quality, helpful information.
You can view the TOC and read an excerpt
on the next slides.

The report comes with the following:

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TIME MANAGEMENT PROFIT PACK

TABLE OF CONTENTS

INTRODUCTION

SELF-EVALUATION

PROCRASTINATION AT HOME

PROCRASTINATION IN SCHOOL

PROCRASTINATION AT THE WORK PLACE

PROCRASTINATION AND HUMAN RELATIONSHIPS

SELF IMPROVEMENT - A GENERAL SENSE OF WELL BEING

BONUS TIPS

CONCLUSION

101 TIPS FOR AVOIDING PROCRASTINATION

Introduction

On the back of the jacket of Jack Canfield's book, *The Success Principles*, this quotation caught our attention: "The principles always work if you work the principles".

Perhaps this is too simplistic a statement or merely echoes another familiar marketing "come-on", but it does translate into a variation of the work ethic. To us, this means doing instead of just thinking.

And doing is synonymous to action, execution, implementation, carrying out - all these convey the active mode as opposed to the passive mode of just thinking.

The human brain knows no limits when it comes to thinking out ways and strategies in dealing with all kinds of problems, but if these strategies and plans are NOT acted upon, they really hold no meaning - they're like empty blueprints camouflaged in sparkling rhetoric. And rhetoric comes cheap these days.

We've made up our minds to be less ambitious about this work, and called the 101 recommendations and suggestions contained in this book as simply TIPS. Tips on how NOT to procrastinate.

Procrastination pervades every aspect of our lives. And we've mastered it to perfection having learned a subtle form of it when we were babies.

We delayed falling asleep because our mothers wouldn't cradle us in her arms. We've procrastinated in performing our duties at home, in school, in the work place, and in our most fragile human relationships. We shudder to think what the final tally of lost hours will be because we procrastinated habitually.

Some of the tips we share here may be useful and some may be irrelevant. Others will come in handy not necessarily today, but at a later stage of our lives.

Procrastination is an expensive habit. We discovered that one of the ways that will not make us procrastinate is to figure out the dollar amount of something that was not done because of procrastination.

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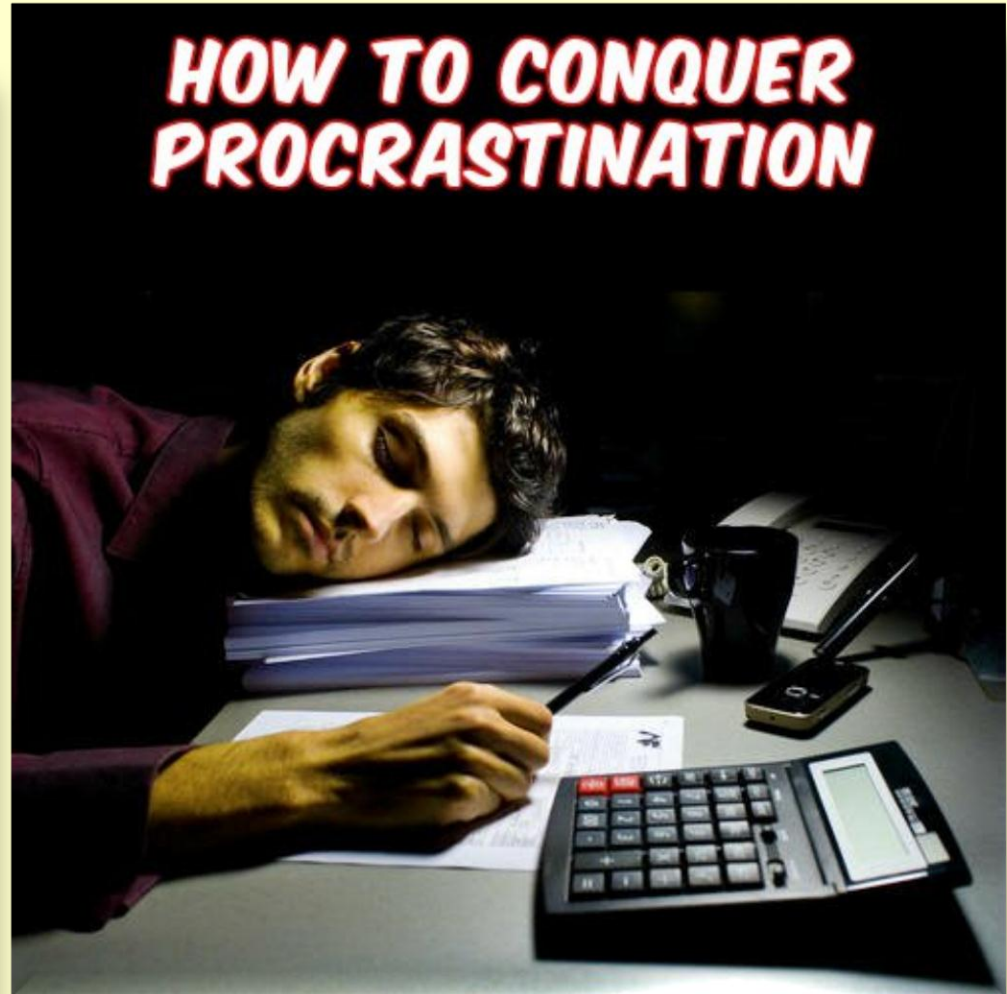
Here's What You Get:

How to Conquer Procrastination

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TABLE OF CONTENTS

INTRODUCTION

CHAPTER ONE
WHAT IS PROCRASTINATION?

CHAPTER TWO
WHY DOES PROCRASTINATION HAPPEN?

CHAPTER THREE
WHY PROCRASTINATION IS A PROBLEM?

CHAPTER FOUR
DEALING WITH PROCRASTINATION

CHAPTER FIVE
STOP PROCRASTINATING NOW

SUMMARY

HOW TO CONQUER PROCRASTINATION

INTRODUCTION

Maybe you've heard people say "I'll get to it tomorrow," or "It can wait," or "I'm not in the mood right now." If you've heard these statements or perhaps said them yourself, you are affected by procrastination. Procrastination affects a lot of people. It can drive you crazy or upset the people around you.

Procrastination is a complex psychological behavior that affects many people. Some people only deal with it to some degree, while others have a hard time with it. Psychologists refer to procrastination as going hand in hand with perfectionism. It is a means of avoiding some type of action or task.

People who suffer from procrastination can suffer from stress, a sense of guilt, loss of productivity, and a lot of yelling from others. If you suffer from procrastination, you know your responsibilities, but you don't want to act on them. You just don't want to commit. Procrastination can be normal if it is kept at a balance, but when you allow it to interfere in your life, it becomes a problem.

People who suffer from constant procrastination, after undergoing psychological tests, have been found to have a psychological or physiological disorder. In order to be able to escape from the grip of this unwelcome condition, people need to understand the whole concept of procrastination, including where it came from and why people get it.

Procrastination comes from the Latin word *procrastinatus*: *pro-* (forward) and *crastinus* (of tomorrow). The term literally means to forward action till tomorrow. This is why people, who suffer from it, always want to postpone taking action. They want to avoid the task or action or delay it anyway they can.

Procrastination has both psychological and physiological causes. The psychological causes can depend on the situation or element the person faces. Such conditions can include anxiety, low sense of self-worth, and a mentality where the person gives up easily. Procrastinators have also been known to have a higher level of conscientiousness. However, this high level is based more on what they wish they can do, but can't because perfectionism holds them back.

Procrastination is based more on anxiety and fear than anything else. In many situations the person simply feels out of control, and so may resort to delaying a task, or avoiding it all together.

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How to Get... and Stay... ORGANIZED

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HOW TO GET...
AND STAY...
ORGANIZED

TIME MANAGEMENT PROFIT PACK

TABLE OF CONTENTS

Introduction

Remembering to Organize

Say Good-bye to Clutter

Turn Clutter into Harmony

An Orderly Life

Let Good Order Reign!

Getting Rid of "Stuff"

The Art of Organization

A Few Good Organizing Tips and Tricks

Clever Home and Family Management

Organize a Bit at a Time

Timesaving Tips

C.O.P.E.

Organize your Move

Organize your Workspace

Hire an Organizer

A Final Home Organizing

The Benefits of Being Organized

HOW TO GET AND STAY ORGANIZED

(ONE STEP AT A TIME)

Introduction

"You can find pictures anywhere. It is simply a matter of noticing things and organizing them. You just have to care about what is around you and have a concern with humanity and the human comedy." - Elliott Erwitt

How we spend out time says a lot about who we are

If you are simply too tired or do not have adequate time to do anything in the evenings, then your daily routine is out of balance and you need to make adjustments.

Your work can be too difficult or unsuitable, or you may not be making full use of your hours during your day or evening. A good balance of your time is needed for work, goals, recreation, and relaxation. Take a close look at your daily routine, examine your findings and come up with a plan. Be prepared to follow your plan and with this, you can become better organized.

Why be better organized?

Being busy will keep your mind off worry because you will not be thinking of two different things at one time. You can make good use of your time away from work to increase your knowledge of things and life, to work at a hobby or project, and then to relax and be content. This is good balance and when you are better balanced you are better organized.

Perhaps you are a single parent and in a bit of a time crunch each day. Make a point to sit and relax each day and plan. If you are careful you should be able to find just a few hours each day to apply yourself to being better organized.

"I know of no more encouraging fact than the unquestionable ability of man to elevate his life by conscious endeavor." - Henry Thoreau (1817-1862)

Most of us use only a small amount of our true capabilities and we can all do so much more. You can learn new things. This will give you new purpose in life and

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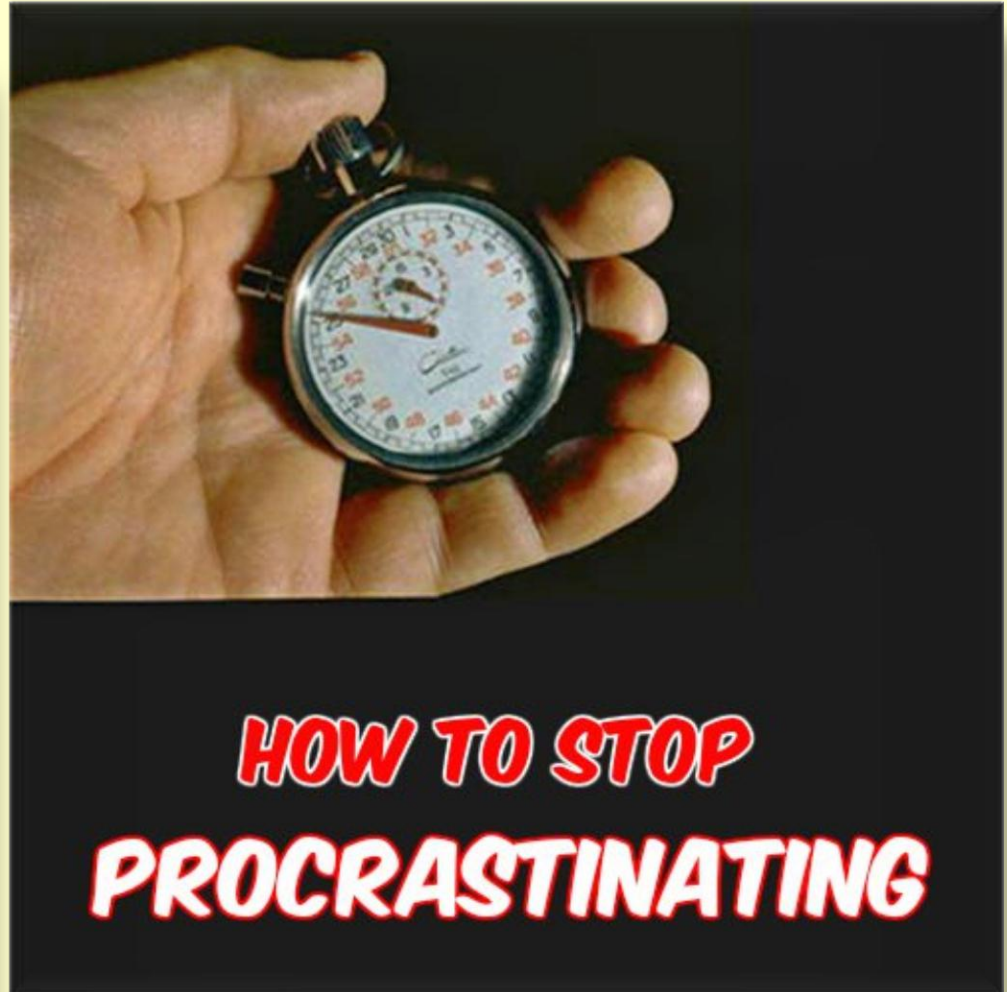
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How to Stop PROCRASTINATING

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Some Reasons for Procrastinating

Consequences of Procrastinating

Learn How to Stop Procrastinating

Conclusion

HOW TO STOP PROCRASTINATING

Introduction

Procrastination can be an enormous problem. In the modern world, when we all have so many things to do, it is increasingly important to know how to manage our time and our life management. What really helps is learning to manage the emotional reaction we have when we need to do something we don't want to do, don't like to do, or are convinced we just can't do. Learn to understand why we avoid something, and it is a great deal easier to find a way to deal with it.

There are many reasons why people procrastinate. Sometimes we put things off because we just don't like doing them. Sometimes we don't do something because we think we can't actually do it. Often we don't start something because we don't think we can do it well enough. For some people, there is a deep rooted psychological reason for not doing things. For others, it can just be a question of realizing that you don't enjoy doing something, or really dislike doing something.

It is important to find out our own reasoning for putting things off, as this is the best way to devise methods of overcoming the problems of procrastination.

There are all sorts of ways in which we can overcome procrastination. Not addressing the problem can be very life damaging. Procrastination can easily become habit forming, and can have a serious impact on our life, the lives of the people around us, and ultimately our health, both physical and mental.

Methods of overcoming procrastination range from doing a little bit of self analysis to work out why we put things off; using some basic time and job planning; to getting proper behavioral therapy.

For most people, it is a question of establishing that there are underlying emotional links between the tasks we put off and our inability to deal with them. So spending some time seriously questioning our feelings, as well as our actions, is really helpful. We also need to recognize that only Superman is likely to both enjoy and be good at everything. It is not to our detriment that we are not good at everything. Our self esteem does not need to be given a hammering if we accept that we have aspects of life that we are not good at, or just plain don't like dealing with.

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Here's What You Get:

Just Say "No!"

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TIME MANAGEMENT PROFIT PACK

JUST SAY NO!
LEARN HOW TO MANAGE INTERRUPTIONS,
PLAN YOUR ROUTINES . . . AND JUST SAY NO!

Two of the biggest time wasters are events or occurrences that interrupt your daily routine, and poor routines or lack of planning when it comes to structuring your day.

Of these most people find constant interruptions the most annoying, and the most difficult to say no to or avoid.

If you want to succeed in time management, then you must learn how to deal with interruption (an inevitable part of life) and routines (something everyone should make a habit of if they are interested in saving time). You have to learn how to say no.

You can say no various ways, but the best way to do this is by planning your day and having just cause to say no when people ask for favors or demand extra time from you. Remember, unless you are at work and have a deadline to meet, you can say no (and even if you are at work, you can compromise and negotiate, you always have choices).

You can plan for the best day of your life, and find you become bombarded with interruption after interruption, destroying your plans for a successful day and routine. Interruptions come in many forms.

They can include:

- ◆ Phone calls
- ◆ Online IM or chatting
- ◆ Someone knocking on your door
- ◆ Someone stopping by your desk
- ◆ The need to use the restroom
- ◆ Computer crashes
- ◆ Stopping for gas

The list of interruptions is endless. Some interruptions (like using the restroom) are inevitable. While you can't always control the type of interruption you will face, you can control the way you manage it. Let's say for example you are in the middle of a big project, whether at work or at home, and you have to use the restroom.

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5 TIME MANAGEMENT STRATEGY ESSAYS

EVERYONE NEEDS TIME

Time is something everyone claims they lack, and yet if we were all a bit more efficient as we went about our day, we would have plenty of time to do the things we needed.

Are you someone that feels time is a constant challenge? Something that attacks you rather than something you attack?

If you do, you've landed in the right place to solve your time related problems. Most people in life will find that if they learn to manage their time efficiently, they are better able to cope with stress and create a productive, happy and healthy environment in which to work, play and live.

To understand time management, you must first understand how you manage your time. This is often the biggest hurdle one must overcome before they can begin adopting effective time management strategies.

How do you manage time? The number one problem people have when trying to succeed, carry out job tasks or just get on with their day is finding enough time to do everything they want to in the short time they feel they have available. This usually is a result of their lack of skill in managing time.

The key here is recognizing the fact that time is not something static. Time is rather dynamic, changing daily as one changes their mindset, outlook and perspectives. It is important you recognize the elasticity of time if you want to learn how to manage your time better.

Time management comes in many shapes and sizes. Theorists and business consultants have studied it, hypothesized about it and presented many different theories or paradigms all involved with how one should manage their time.

In this guide you will learn proven, simple and effective strategies for managing your time. Before you learn how to manage your time, you must first understand what it means to manage time. That means "defining" time management.

Time Management Defined

Time management is many different things to different people. The best way to define time management is to first understand the terms "time" and "management" which may have different meanings for those involved. Some

IDENTIFYING YOUR TIME WASTE TRIGGERS

In the first section of this guide you realized just how valuable time is, and how common it is for people to waste what time they have. If you are a time waster, don't feel bad. Close to 90 percent or more of the population will report they have struggled with managing time at least once or more in their lifetime.

How often do you feel you manage your time well?

Have you ever noticed how some people always seem to be at the right place at the right time? Sometimes we consider these people lucky; other times we may consider them geniuses; most of the time they are really just people that know how to organize their time so they are better able to enjoy what life has to offer.

You can become one of the "lucky" few that learn how to work time in your favor. Time management is not an elite secret shared with a few.

Of course, you may also be scratching your head and looking about the piles of paperwork in front of you, wondering how you are ever going to catch up on your time. Some people are real time-wasters. You are probably one of these people, or perhaps you live with or supervise someone that is a real time waster, and you want hints and strategies for getting this person back on track. There is nothing wrong with this.

We have taken the time to describe a few different subtypes of time wasters. When you review these subtypes you will get a better idea of how time is wasted. Once you understand this you can start managing time using proper time saving strategies.

What are time waster subtypes? What they are may depend on who you talk to. These so-called time wasters may include the procrastinator or the multi-tasker; someone that takes on one too many projects time after time, leaving no time to complete any single project with any efficiency.

In this chapter you will identify the specific causes or reasons you lack enough time to get what you need to get done during any given day (week, month etc.). Using the exercise from earlier, you should now have a list of about five activities you may engage in that waste time.

HOW TO SAVE TIME

Time is a precious commodity. You want to save it. You want to enjoy it.

Now that you know you spend plenty of time wasting your time, it's "time" to find out what you can do to stop wasting precious moments and increasing your efficiency.

Why would you want to save time?

Time is invaluable...

Usually people find the more time they waste, the more stressed they feel. The more stressed they feel, the more likely they are to continue bad habits that lead to disorganization and inefficiency. To help save time, you must identify your habits and then create a plan that will help you save time instead of waste it.

This may mean you have to give up some habits you've held for a long time. Don't stress out. Many people find if they take it one step at a time they are more likely to succeed than if they try to change every time waster all at once. In this chapter you will discover many little-known tools and tactics that will help you save time and create more time in your life without sacrificing.

Top Five Ways You Can Save Time

Now that you have some idea of what your time triggers are, it is time you learned how to save time. There are many ways to do this. The best way is by looking at each time waster individually. Let's use some of the examples listed in the assignment you completed in Chapter 2.

First, we will list the time waster habit, or trigger that takes up too much of your time.

Next, we will identify potential tools you can adopt or habits you can change to help facilitate greater efficiency and productivity when using your time. Some of these triggers or time habits may not relate to your present situation. That is ok. If this is the case move along to the next subject, although it certainly won't hurt you to read all of the tips provided (after all, you never know when your life will change and you will need to save time walking a dog for example, that you do not own yet).

TIME MANAGEMENT PARADIGMS

There are thousands of self-help books that explain time management. Some of them offer common tools for saving time, and others require that you overhaul your entire life. In this section we'll review some of the most popular time management models, which you can then use to create your own time management model for success.

You will find the recommendations we make in this guide pull from many different paradigms. Because time management is not a "one size fits all" strategy, it is important you remain objective while reviewing the strategies below, so you are able to select those that will work best for you.

Goal Focused Time Management Strategies

There are many time management strategies that focus on setting and achieving goals within an allotted time. Doing so will help you work efficiently and productively in theory.

Goal-setting is a useful tool for managing your time, but will only work if you know how to create goals efficiently and effectively. If you spend too much time trying to figure out what your goals are, then you aren't really going to save much time, especially if you do not meet your goals or track your progress toward your goals.

Task-Oriented Time Management

Many people create task lists to keep track of what they have to do. Task or to-do lists can be helpful if you know how to utilize them efficiently. Many people have task organizers located in their computers through Outlook or other mediums. You can also buy a task list organizers or paper organizer depending on your personal preference.

A key to making this strategy work is knowing how to prioritize your tasks. If you do not prioritize your tasks correctly, you will not get a lot done in any given day. There are many ways you can prioritize tasks. Some people use their PDAs or email clients to track tasks, and list them in order of priority, from 1 to 10 for example. How do you know which tasks are most important?

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PERSONAL TIME MANAGEMENT STRATEGIES

Let's talk about what you can do to improve your time management abilities and skills. You may choose to try all or just a few of the techniques below.

Remember that every person is different. You may find you need to try each of the different models before you decide which is most likely to help you organize your time efficiently. You may find you use multiple methods or you may use just one. Do not concern yourself with "doing it right" because the chances are high if you try something and it works, you ARE doing it right, even if you are accomplishing your time management goals in an "out of the box" manner.

We'll start by showing you how to set goals as a means of managing your time.

Objectives and Goal Setting

The idea of setting goals is very simple, and yet so many people fail to do this. They fail to set goals, or they don't take enough time when setting their goals to really realize the impact their goal setting behaviors have on their time management and productivity.

Don't blow off the idea of goal setting just because you've heard it before. Most people that try to set goals do it the wrong way, which leads to greater inefficiency. You are here to learn how to set goals wisely, so you can start saving time. Goal setting for time management purposes is a little different than goal setting for other purposes.

Should everyone interested in time management think about goal setting? Yes. Goal setting is important no matter your job or field of interest in life. You can choose to set goals to manage your time more efficiently.

Another simple word for goals is "objectives". To set good goals, you have to have objectives. To figure out what your objectives are, ask yourself the following questions.

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TIME MANAGEMENT



SUPER TACTICS

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- What is my priority at home?
- What do I want to improve about my life the most?
- Where do I see myself one year from now?

GOALS AND TIME MANAGEMENT

Goals are necessary to give you the right motivation. Goal-oriented persons manage their time efficiently. They always think of what they can achieve if they will be able to get on the right track and finish the task in lesser time.

Just imagine the oval track in the athletic event. You are there to compete in a running competition. As an athlete, you are to define success in a matter of seconds. For you to win, think of the finish line and the track on which you have to run. You have to see the lines that give you the idea of your track, your direction. You have to be at the end of the path in less time in order to win.

You should be aware of your goals and you should know the right ways to achieve them. Goals are motivational tools or ideas that will give you the zest to start the task or duty with vibrant enthusiasm. This will give you the idea on how to execute a task and overcome challenges in a time frame that you would also be formulating. Goals must be concrete or specific, measurable within a time frame, realistic, attainable, and relevant. These are the markers of success that will give you the idea of your future and of what you want. Goals are based on your present conditions and resources; however, you must increase your resources or change the conditions within a given time to attain your desired result.

A goal is also a projection, a way of directing your thoughts toward what you foresee as success. It is a mind channel; therefore, you should be aware of the power of the mind and of what you believe you can do with the aid of positive thinking. How to do it will be the next step; but on your way to success, it would be necessary to set things in order, to make some priorities and plans, and to maintain a positive outlook. Here are some goals that you can employ in reaching your desired scenarios in less time:

1. **Motivational Goals** – These goals help in enervating your moves and in encouraging you to be good in whatever you do. Motivational goals are imaginary pictures or moments that you see yourself as, like becoming rich or famous after some years of work and struggle. You may also think of yourself based on social conditions like leading a nation for a better future, becoming a good and patriotic citizen, or anything that you wish to achieve in terms of your status in life. A

PLANNING AND TIME MANAGEMENT

Planning means preparing yourself with theories, ideas and concepts that will lead you in executing your task. A carefully crafted planning procedure doesn't waste time and effort. Planning involves management of resources and tracking down the logical steps in executing a task or project. This also involves creativity and patience since you would not want to start with an empty hand or pocket.

Now that you are ready and energetic about your plans, your next step would be to manage your time as you execute your plans. In this case, you must have effective ways to manage time. Your strategies to work with your plan should follow logical, relevant, and intelligent moves that will make you adjust with the changes and flux of time. A good plan is not enough unless it is executed well. You will just end up with a good plan and not with the best result if you will just keep on reading and re-reading your plans. In the strategies of time management, you should:

1. Know your strengths and weaknesses.
2. Try to veer away from complications.
3. Avoid mental contradictions.

These three important aspects will help you know your best moves. By looking at your strengths and weaknesses as an individual, you would also know what to avoid (like procrastination, boredom, laziness, low self-esteem) and what to bank on (creativity, flexibility, or cheerfulness). You would also work with your best effort because you want to finish the said task and succeed. By knowing yourself, you would also know how to adjust during trials and testing.

Make things simple. This doesn't mean you can't think of complicated matters over the period of planning or during the execution of your plans. Simplicity means that you reduce complication as much as possible. In making your calendar of activities or time frame, do not include irrelevant agenda or unnecessary tasks. Do not put too many variables in your plans. Just think of the needed resources. Finally, think of ways of achieving your goals without too many directions or strategies. Just focus on what you think is the most effective way in the execution of your work plan.

ORGANIZING AND TIME MANAGEMENT

After carefully laying out your plans, you have to work with the execution using an organized structure to efficiently manage time. Time Management tools involve a lot of organizational aspects that limit and control the flow of resources.

A suggested organizational method you can do to manage your time and to entail great results is by using **Time Estimates**. First you need to know where your time goes or how you would like to spend the rest of your day. If you work in an office, calculate how much time you spend in your office and at home. Time estimates will give you the idea of your workflow, your efficiency in doing work, and your time to relax and rest. For other time estimates, try considering these:

1. **Time of Work** – The regular workload for most people is 8 hours, more or less. You have to maximize your time and energy during this productive period. Work time should also follow regulation that is created to sustain a harmonious atmosphere for both employees and employers.
2. **Personal time** – This is the time in which an individual can have personal space and time for reflection. This can be either a time to contemplate or rest for a while (during coffee breaks, a prayer, or cigarette break). Personal time can be short but it is very meaningful for an individual who is seeking refuge and silence after a day of hustle and bustle. This is also a moment of reflecting the time spent on other things like work and other activities.
3. **Interaction moments** – These are times spent talking with colleagues, friends, relatives, and loved ones about relationships, professional matters, personal things, or anything that concerns the speaker and the listener. Usually we become unconscious on the time spent for this activity but we should be aware of the many things learned from interaction and socialization.
4. **Time for Relaxation and Recreation** – This is the time when you reward yourself after spending so many hours and days at work. This is a time to feel free and to enjoy the moments of life.

THE BENEFITS OF ERGONOMICS

Ergonomics is the organized and scientific study of space and its possible perfect feature for better human management and labor. The use of space to avoid cluttering and pressure is very important in minimizing errors and mistakes that could lead to the disruption of operations during work.

Ergonomically crafted office space is better than unplanned or disorganized working scenarios. In making office supplies and machines that aid human work and behavior, the intelligent use of space and human efficiency are considered to better equip highly complicated labor scenarios like big offices and factories, or specialized venues like hospitals, laboratories or even our homes.

However, planning the place for work doesn't only give comfortable working conditions but it is also saves time and energy as you engage in different tasks. Organized space can lead to a more organized flow of work and the production of better products and services. On the other hand, it would also help an individual in avoiding pressures, mistakes, and obstacles from unfit spaces and conditions. Here are some ways to help you create an ergonomically better working space and lifestyle:

1. **Avoid clutter.** Neatness doesn't only give an impression of human cleanliness but it also makes a room free from dangers and oversights. It would be easier to find a tool or a document if things are in their proper order. This would minimize your time looking for such objects. Examples:
 - Keep a handy box that will serve as your multi-purpose box whenever you pick lost objects in your house. You can use this box after cleaning a room or making an inventory inside your closet. Finally, make sure that those objects you will find go into their proper places.
 - Clean as you go. Maintain the habit of cleanliness, in small ways or in general clean up. You can spend 10 minutes picking up objects or misplaced things. You may involve other people to engage in this habit too.

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17 ULTIMATE TIME MANAGEMENT ESSAYS

EVERYONE NEEDS TIME

Time is something everyone claims they lack, and yet if we were all a bit more efficient as we went about our day, we would have plenty of time to do the things we needed.

Are you someone that feels time is a constant challenge? Something that attacks you rather than something you attack?

If you do, you've landed in the right place to solve your time related problems. Most people in life will find that if they learn to manage their time efficiently, they are better able to cope with stress and create a productive, happy and healthy environment in which to work, play and live.

To understand time management, you must first understand how you manage your time. This is often the biggest hurdle one must overcome before they can begin adopting effective time management strategies.

How do you manage time? The number one problem people have when trying to succeed, carry out job tasks or just get on with their day is finding enough time to do everything they want to in the short time they feel they have available. This usually is a result of their lack of skill in managing time.

The key here is recognizing the fact that time is not something static. Time is rather dynamic, changing daily as one changes their mindset, outlook and perspectives. It is important you recognize the elasticity of time if you want to learn how to manage your time better.

Time management comes in many shapes and sizes. Theorists and business consultants have studied it, hypothesized about it and presented many different theories or paradigms all involved with how one should manage their time.

In this guide you will learn proven, simple and effective strategies for managing your time. Before you learn how to manage your time, you must first understand what it means to manage time. That means "defining" time management.

Time Management Defined

Time management is many different things to different people. The best way to define time management is to first understand the terms "time" and "management" which may have different meanings for those involved. Some

IDENTIFYING YOUR TIME WASTE TRIGGERS

In the first section of this guide you realized just how valuable time is, and how common it is for people to waste what time they have. If you are a time waster, don't feel bad. Close to 90 percent or more of the population will report they have struggled with managing time at least once or more in their lifetime.

How often do you feel you manage your time well?

Have you ever noticed how some people always seem to be at the right place at the right time? Sometimes we consider these people lucky; other times we may consider them geniuses; most of the time they are really just people that know how to organize their time so they are better able to enjoy what life has to offer.

You can become one of the "lucky" few that learn how to work time in your favor. Time management is not an elite secret shared with a few.

Of course, you may also be scratching your head and looking about the piles of paperwork in front of you, wondering how you are ever going to catch up on your time. Some people are real time-wasters. You are probably one of these people, or perhaps you live with or supervise someone that is a real time waster, and you want hints and strategies for getting this person back on track. There is nothing wrong with this.

We have taken the time to describe a few different subtypes of time wasters. When you review these subtypes you will get a better idea of how time is wasted. Once you understand this you can start managing time using proper time saving strategies.

What are time waster subtypes? What they are may depend on who you talk to. These so-called time wasters may include the procrastinator or the multi-tasker; someone that takes on one too many projects time after time, leaving no time to complete any single project with any efficiency.

In this chapter you will identify the specific causes or reasons you lack enough time to get what you need to get done during any given day (week, month etc.). Using the exercise from earlier, you should now have a list of about five activities you may engage in that waste time.

HOW TO SAVE TIME

Time is a precious commodity. You want to save it. You want to enjoy it.

Now that you know you spend plenty of time wasting your time, it's "time" to find out what you can do to stop wasting precious moments and increasing your efficiency.

Why would you want to save time?

Time is invaluable...

Usually people find the more time they waste, the more stressed they feel. The more stressed they feel, the more likely they are to continue bad habits that lead to disorganization and inefficiency. To help save time, you must identify your habits and then create a plan that will help you save time instead of waste it.

This may mean you have to give up some habits you've held for a long time. Don't stress out. Many people find if they take it one step at a time they are more likely to succeed than if they try to change every time waster all at once. In this chapter you will discover many little-known tools and tactics that will help you save time and create more time in your life without sacrificing.

Top Five Ways You Can Save Time

Now that you have some idea of what your time triggers are, it is time you learned how to save time. There are many ways to do this. The best way is by looking at each time waster individually. Let's use some of the examples listed in the assignment you completed in Chapter 2.

First, we will list the time waster habit, or trigger that takes up too much of your time.

Next, we will identify potential tools you can adopt or habits you can change to help facilitate greater efficiency and productivity when using your time. Some of these triggers or time habits may not relate to your present situation. That is ok. If this is the case move along to the next subject, although it certainly won't hurt you to read all of the tips provided (after all, you never know when your life will change and you will need to save time walking a dog for example, that you do not own yet).

TIME MANAGEMENT PARADIGMS

There are thousands of self-help books that explain time management. Some of them offer common tools for saving time, and others require that you overhaul your entire life. In this section we'll review some of the most popular time management models, which you can then use to create your own time management model for success.

You will find the recommendations we make in this guide pull from many different paradigms. Because time management is not a "one size fits all" strategy, it is important you remain objective while reviewing the strategies below, so you are able to select those that will work best for you.

Goal Focused Time Management Strategies

There are many time management strategies that focus on setting and achieving goals within an allotted time. Doing so will help you work efficiently and productively in theory.

Goal-setting is a useful tool for managing your time, but will only work if you know how to create goals efficiently and effectively. If you spend too much time trying to figure out what your goals are, then you aren't really going to save much time, especially if you do not meet your goals or track your progress toward your goals.

Task-Oriented Time Management

Many people create task lists to keep track of what they have to do. Task or to-do lists can be helpful if you know how to utilize them efficiently. Many people have task organizers located in their computers through Outlook or other mediums. You can also buy a task list organizers or paper organizer depending on your personal preference.

A key to making this strategy work is knowing how to prioritize your tasks. If you do not prioritize your tasks correctly, you will not get a lot done in any given day. There are many ways you can prioritize tasks. Some people use their PDAs or email clients to track tasks, and list them in order of priority, from 1 to 10 for example. How do you know which tasks are most important?

Usually, the tasks that are most important for you to complete are the ones that will have the greatest impact if you fail to complete them. Let's say for example

PERSONAL TIME MANAGEMENT STRATEGIES

Let's talk about what you can do to improve your time management abilities and skills. You may choose to try all or just a few of the techniques below.

Remember that every person is different. You may find you need to try each of the different models before you decide which is most likely to help you organize your time efficiently. You may find you use multiple methods or you may use just one. Do not concern yourself with "doing it right" because the chances are high if you try something and it works, you ARE doing it right, even if you are accomplishing your time management goals in an "out of the box" manner.

We'll start by showing you how to set goals as a means of managing your time.

Objectives and Goal Setting

The idea of setting goals is very simple, and yet so many people fail to do this. They fail to set goals, or they don't take enough time when setting their goals to really realize the impact their goal setting behaviors have on their time management and productivity.

Don't blow off the idea of goal setting just because you've heard it before. Most people that try to set goals do it the wrong way, which leads to greater inefficiency. You are here to learn how to set goals wisely, so you can start saving time. Goal setting for time management purposes is a little different than goal setting for other purposes.

Should everyone interested in time management think about goal setting? Yes. Goal setting is important no matter your job or field of interest in life. You can choose to set goals to manage your time more efficiently.

Another simple word for goals is "objectives". To set good goals, you have to have objectives. To figure out what your objectives are, ask yourself the following questions.

- What do I want out of life?
- What is my #1 priority?
- What is my priority at work?
- What is my priority at home?
- What do I want to improve about my life the most?
- Where do I see myself one year from now?

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PRIORITIZING HELPS IN MEETING DEADLINES

It is not once or twice in the course of our work that we have to meet deadlines. They crop up every now and then. That is ok enough it is only that when we approach the deadline everything goes haywire and there is a mess everywhere. The things we do daily are thrown completely off gear and meeting the deadline becomes a big head ache.

Is there any way out of this? Of course there is. For one thing, if we are well organized and an urgent requirement, like the submission of a project or something like that crops up, there is nothing to sweat about. All we have to do is to compile the material that we already have with us. Easy enough it sounds!

But in real life we are not just called upon to submit reports of already completed projects. We usually get projects and fewer days than required to complete those projects. Then what do we do? The only way out seems to be having to work extra hours. That is not altogether harmful. It never hurts to work a few extra hours once in a while.

But another alternative is to prioritize. See whether you can arrange your work in such away that you get to do the more important tasks first. If there is some daily work that doesn't call for too much urgency, keep it aside. Concentrate on the more important tasks.

Similarly, while you are working there may be a thousand and one distractions at your work place or office.

You will have to decide which is more important, attending to those distractions or focusing on your work. If you can afford to turn off your cell phone, go ahead and do it. Similarly, you could even keep your land phone off the hook if that won't create a ruckus in your office that is.

Another thing you could do is put up a do-not-disturb sign in your workstation to ward off those disturbances.

You might also have to remind yourself to stay put at your workstation and not linger around either mentally or physically.

DOING TWO THINGS AT ONE TIME

This is something that should be handled very carefully. In fact it is in all senses a balancing act. It may very well for domestic things, but in your professional life, if you are not careful while balancing, you could end up flat on your nose.

Let's take an example. At home I want to iron my clothes and it takes a couple of minutes for my electric iron to heat up. At the same time I want to make myself a cup of coffee so while the iron is heating up, I might as well put the coffee maker on the stove. I need to make some toast for my breakfast and after popping two slices of bread into the toaster; I can go back to the ironing.

After ironing one shirt perhaps, I can take the boiling coffee off the stove and remove the pieces of toast from the toaster. And at the end of five minutes, I have my coffee, two slices of toast and a freshly ironed shirt. But if I am not careful, I could end up with two pieces of burnt bread, coffee that has boiled over and spilled all over the stove and probably a singed shirt.

There is too much balancing of actions involved here and it could get you quite worked up. I would suggest that if you feel that you can do more than one thing at a time, go ahead but limit the number to two or else you might end up messing a whole lot of things. There are a lot of people who read their newspapers in the loo. Well... I have my reservations about that, but if it saves time for them, well and good.

Let's us now check out a couple of things which can be done simultaneously at the office. In today's hectic world, where is so much fret and fury, most of us hardly get any exercise. And since we are so busted for time, the question of taking time off to get some exercise seems completely out of question.

I think it would be a good idea to try and get some exercise while you are in the office itself. When you are making a couple of telephone calls together, it would be a good idea to get up and walk up and down. If you have to sit down, stretch out your feet and try to wiggle your toes. This exercise has been proved to be a great stress reliever.

If you have a cell phone, try and get one of those hand free sets which you can attach to your body so that your hands are free while you are talking. This gives you a chance to do something useful with your hands instead of just supporting a hand set.

ACCOMPLISHING MORE IN LESS TIME

We have all experienced those days which were full to the brim and at the same time we have experienced days when a few time consuming tasks have taken up all our time. Why is it that on some days we can do so much while on other days we seem to do practically nothing though we were busy the whole day?

In order to provide an answer to this question, I would like to give you a small illustration. You have been to the beach, haven't you? There you might have seen kids building sand castles with sand. You can only build a sand castle with sand of course, but I hope you have seen those kids at work. What they do is that they dig up sand with their spades and fill up their pails with sand. Then they turn over the pails and hey presto they have the base of the castle which can then be shaped.

No, we are not concerned with building castles in the sand or in Spain or wherever. We are concerned about those pails which the kids use to build their castles. If you have such a pail with you, you can understand what I am talking about. Try putting a few small rocks into the pail. When I say rocks I mean rocks probably the size of medium sized cabbages. The most you can put into the pail would be three or four and even these would stick out into the air.

The pail is full isn't it? It is full of rocks. But does that mean that it is really full. Now get some pebbles probably the size of table tennis balls and see whether there is room for a couple of the in the pail. Definitely four or five of the pebbles can slip in to the spaces between the rocks. Is the pail full now? Yes it is full of rocks and pebbles. Now if you will oblige me, see if you can get some glass marbles or beads. Slide them into the pail. You don't have to try too hard; they will find their own paths.

If you think that the pail is full now, think again. Just wait till you get some sand and pour it into the pail. You will be amazed at the speed with which it trickles in. And we are not done yet. You are not going to believe this but the pail will actually accommodate something more. Try pouring a glass of water into it and you will find the water disappearing into the depths of the pail. If you want, you can keep pouring water till the pail brims over. But that is not our intention.

The purpose of this experiment was to show you that what you thought to be full could in fact accommodate much more, but of a different kind of course.

YOUR TIME: A SELF ANALYSIS

We have talked about time wasters and time killers; we have talked about getting organized and we have talked about prioritizing. But one vital point that we yet to talk about is how much time each one of us take for our various activities. We are truthful people aren't we? We wouldn't dream of lying and telling false hoods.

But often in our daily life, when it comes to matters of time in particular, we do tell a lot of lies. How many times have we made statements like...?

"I'll be with you in a minute"
"I need only a moment to get dressed"
"Just give me two minutes, all I have to do is take a shower and get dressed."
"I'm on my way; I'll be there in a couple of minutes."

Do these words sound familiar? We all say them and we never do what we promise. That is not because we are habitual liars who get our kicks by lying though our teeth. It's simply because we do not realize the actual time that we take for the activities that we do.

For instance, how long do you need to have a shower? I do not mean the exact time down to the microsecond. I just want a general idea. Maybe it's 5 minutes, maybe 10. But you should understand that different people need and take different times to take a shower. The word itself is miss-leading.

When you say "I need a shower," what exactly are you talking about? If you mean to just step under the shower with your clothes off, turn on the shower, soak yourself thoroughly and dry yourself after turning off the shower then you are right. But if you are talking about shampooing and conditioning your hair, using soap and body shampoo on your body, then it is a different story. This is going to take you nearly half an hour and is not a 'shower' but an elaborate bath.

So you should be well aware of what you are talking about and mention the time accordingly.

Just like the shower, you should have a good estimate of the time that you need for various activities.

Let's see whether you know how much time you need for the following actions.

TIME SAVERS

Everything in this world has something to balance its existence. If there is white, there is black; if there is darkness there is light, if there are time wasters, there are time savers. So now let us focus our attention towards those time savers because they are our best friends when we talk about Time Management.

Again, as in the case of time killers, I am just listing out a few general examples over here. These are by no means the only time savers in the world.

Here we have...

The Top Ten Time Savers

1. Telephones
2. Computers
3. Elevators
4. Fax Machines
5. The Internet
6. Coffee Machines
7. Bulletin or Notice Boards
8. Photo Copiers
9. Efficient Filing Systems
10. Good Secretaries and Junior Staff

Let's take a quick look at all these.

- **Telephones.**
Surprise! Surprise! I had included telephones under the list of time killers but telephones are in fact one of the best time savers that man has invented. Just imagine the amount of time you get to save by just making a telephone call!

Suppose you are to have a business lunch (sometimes called a working lunch) with an important client. Obviously you have to reserve a table in your favorite restaurant. Now, imagine you have to go there in person and get things done directly. The task would easily take away at least two or three hours of your time when you take into account the journey, the traffic and all that. On the other hand, this is something you can easily do over the telephone while you are comfortably seated in your office.

SAYING "NO"

The idea might sound strange but being able to say 'no' is fundamental to any scheme of Time Management.

Yes you have the master plan for time management, you have everything worked out, you have a time table which you stick to religiously, and you have a 'to do' list as well. But just when things are beginning to work out fine, a colleague or friend comes your way and asks you to help them out by doing certain jobs which are really their jobs.

The person smiles very sweetly at you and showers sugar coated words on you, and before you even know what hit you, you have said yes and agreed to do the work for the person. Now what is the relevance of your well thought out timetable? Where is your scheme for time management? Your work is waiting in the pantry while you are sweating over somebody else's work. And it's because of the simple reason that you could not say no to the person. How many times have you had a similar experience?

I'm not saying that you should not be civil. If you find a colleague in distress and have the time to spare, by all means help the person. Who knows, tomorrow you might be in that person's position and you may need somebody's help.

But that does not mean that you should let yourself be taken for a ride. If you are going to help a person at the expense of your work and schedule, then you are going to end up in hot water. It is human nature to shirk work and if word gets around that you are a very helpful guy (read that as s-u-c-k-e-r) then before you know it, requests for help will be coming from all sides.

Unless you want to take up from where Mother Theresa left off, you had better put your foot down and say "sorry boss, but I just don't have the time." Behave like a diplomat. I remember reading somewhere that a diplomat is a person who can tell you to go to hell in such a nice manner that you will actually start looking forward to the trip. I also came across the definition that a diplomat is a person who can say the nastiest things in the nicest way.

So that is just what you have to do. Done the mask of the diplomat and the next time someone approaches you with sugar coated requests to help them out, smile back at them. Give them a sugary sickly sweet smile. So much that

PROCRASTINATION: THE FINAL ENEMY

Are you a procrastinator?

Indeed this is a very silly question because we all are. Procrastination is as fundamental to human beings as the insatiable appetite for sex. No, you are not going to admit that either, but it's the truth. The old guy Adam who was chased out of Eden by God had them both. I mean the appetite for sex (how else do you think Eve coaxed him into having that fruit) and the habit of procrastination.

In fact, there is no official record that says that Adam was a procrastinator, but I think we can take it for granted since it is present in every human being that came after that.

Now, before you start thinking that the word 'procrastination' has a sexual connotation, let me proceed to explain what the connection is between procrastination and time management. Procrastination is simply the habit of putting off for tomorrow what you can do today. Does it ring a bell now? The fact is that nine out of ten of us have this habit. We tend to postpone jobs and tasks. And procrastination is the villain, the unsuspecting sneak that upsets every plan connected with time management.

The interesting thing about procrastination is that we tend to put off only those tasks that seem unappealing to us. If the task is boring, or monotonous, or involves too much hard work, then it stands a very good chance of getting postponed. It is not because of the lack of time that we do not do the task. On the contrary, we might have plenty of time to do it but we tend to postpone it and justify ourselves saying that we do not have the time for it.

Take for example a visit to the dentist. How many of us go for monthly checkups to the dentist? The answer would be almost none. Over here the reason is pretty simple. Since childhood, dentists have been associated with physical discomfort. It's not just the physical pain that we associate with a dentist's clinic.

There is also a lot of stress involved. It certainly is an uncomfortable experience to spread oneself in a completely vulnerable position on the dentist's chair with ones mouth open too as if one is resigned to one's fate. The dentist, at such moments seems to have a sneer on his face as he approaches you in his

HOW TO STAY MOTIVATED

Just look around you, it's a beautiful world out there. Life is wonderful provided you have the time and can afford to sit back and enjoy the simple pleasures of life. This is a feeling that hits us every now and then. And then when we realize that we have to be confined within the floor walls of our office, doing some work that has no scope for imagination, we end up depressed.

Every job loses its charm after some time if nothing out of the way is done to make the job interesting. To make things worse, there are too many distractions around us. We end up thinking that this is not the job that I wanted to be doing. And when we realize that we will be doing this same job probably till the end of our lives, we will want to scream.

It is a human tendency to get bored with something after some time. When we get a new job, ten for the first couple of weeks we are like the peasant boy who walked into a new palace. Every thing is new and interesting and our interest is completely captured. We try to learn things as quickly as possible and are eager to impress and prove to the world that we are perfect for the job. But after a few months we get used to everything and slowly everything begins to lose the charm. We get bored and start looking for greener pastures.

It is at this stage that procrastination starts raising its villainous head. If the tasks that we are doing are repetitive and monotonous, the picture becomes bleaker. Along with this, if the requires that we remain on toes all day long, then the future is sealed. It is in such situations that we need to keep ourselves motivated.

Speaking from the Organizational Behavior point of view let us take a look at what motivation is all about. The human brain as I mentioned earlier is a virtual store house of energy. There is nothing that we cannot do once we put our mind to it. Yeah, sure, all that has been proved time and again. But along with it comes a string attached. The same brain is easily distracted.

In fact our imagination is probably the one thing that can travel faster than light. And so it is no easy task to keep the brain occupied in the same task for an extended period of time. If the job is monotonous the task becomes more difficult and if the job is demanding and involves a lot of pressure to keep time then you are done for.

PLAN FOR SUCCESS

Before you are going to do something, there is nothing as sensible as a plan. A plan as we know it is something thought about and chalked out in advance before the real action takes place. Pretty good definition, huh? I made it up myself.

But then, the word 'plan' does not need much of a definition. It has been used so much that it has become quite hackneyed. So, we all know what it means, but how many of us really resort to planning before we start a course of action.

No, I'm not referring to a mental picture that we cart out in our minds that is in one word VAGUE. I mean a real plan in black and white, that is, put down on a piece of paper. Please do not underestimate the importance of a written down plan. Once we write down something it clears up a lot of hazy areas and opens aspects that we probably overlooked.

And the most important of all is that with a plan and only with a plan can we get a rough estimate at least of how much time the course of action would take. Plans should always be time bound and there we get the relation between time management and planning. In fact planning is as fundamental to time management as organizing and prioritizing.

The advantages of planning are given below

The 8 advantages of planning

1. Planning helps us to have a better idea about the course of action that we propose to take.
2. Planning better defines the course of action that we propose to undertake.
3. Planning gives a rough estimate of the time required for a project.
4. Planning gives us a fairly good idea about the expenses involved in the project. In fact a budget is only a financial plan.
5. Planning helps us to get prepared for emergencies that may arise during the course of the project.

WORKAHOLICS BEWARE

There is nobody as good as a person who keeps time. That person is a man of his word, he is dependable and every employer's dream come true. It is a pleasure doing business with such a person and the list goes on. But over here, there is the scent of a problem.

Sometimes the preoccupation with time can make a person a workaholic. Now, this is no joke in fact it is a phenomenon that is very much on the rise especially among executives. Are you a workaholic? Well, why don't you find out? There are a series of questions given below, if you have the time, why don't you go through them and find out if you are a workaholic or not.

All you have to do is answer yes or no to the following questions.

- Do you find yourself constantly preoccupied with your work?
- Do your family and friends complain that they hardly get to see you?
- Do you take your work with you when you go home?
- Do you find it increasingly difficult to get time to relax and have fun?
- Do you find it difficult to have food at the correct times?

So what are your answers like? If your answer to all the questions was 'yes', then you might as well join the club of "Alcoholics Anonymous". If three of your answers were affirmative, then you might send in your membership request. If you gave only two yes answers still you are not safe, none of your answers should be yes!

But I have bad news for you. Becoming a workaholic is not all that good. I suppose you have heard the proverb, "all work and no play makes Jack a dull boy." Man is not a one-dimensional piece of glass. He has a lot of facets and sides, interests and drives which must all be developed. He is more like a diamond that must shine and sparkle when viewed from different angles.

It's almost as if money becomes the only thing that motivates a person. Now, I want to make one point very clear. Workaholism is very different from meeting deadlines. We all get deadlines and times when work just piles up in the

TARDINESS

It goes without saying that tardiness is a no-no in any professional establishment. Even if you are standing at a booking office or in a queue and you notice that the person in front of you is taking his or her own sweet time, you might start counting to ten so that you do not lose your temper. Most of us cannot tolerate slowness. Sometimes even if the person who is taking a long time is a senior citizen and is incapable of making haste we produce a range of sounds to show our exasperation.

So we have so much impatience with others, how much patience will others have with us. I believe that there are three groups of people in this world. They are:

1. The people who always are on time
2. The people who make an honest effort but more often than once fail to reach on time
3. The group of people who make a living by selling used toothpicks.

Actually there is no group like the third group. The people who really come in that group are the people who do not make any effort at all to be on time. But then they cannot be considered as people at all and are better off selling used toothpicks and my blessings into the bargain.

I used to find it very difficult to believe that there could actually be people who didn't care two hoots for time. But there are! I don't know about you, but I really believe that people who consciously waste their time and because of them, the time of others as well, are real criminals. They should be made to walk the plank! While the rest of us are struggling so hard to make the maximum use of the time that we have, there are people who don't care a damn about things like being late or making others wait.

I suppose most of us fit into the second category that is the group of people who do make an honest effort to reach on time and do things on time but often fail mainly due to reasons beyond our control. So is there any way out of this? Of course there is and that is what we are going to talk about.

The first thing that we have to do is to develop a deep concern for the time of others. Of course we have the liberty to waste our time.(I consider even that wrong, but opinions may be different). But we have no right to waste the time of

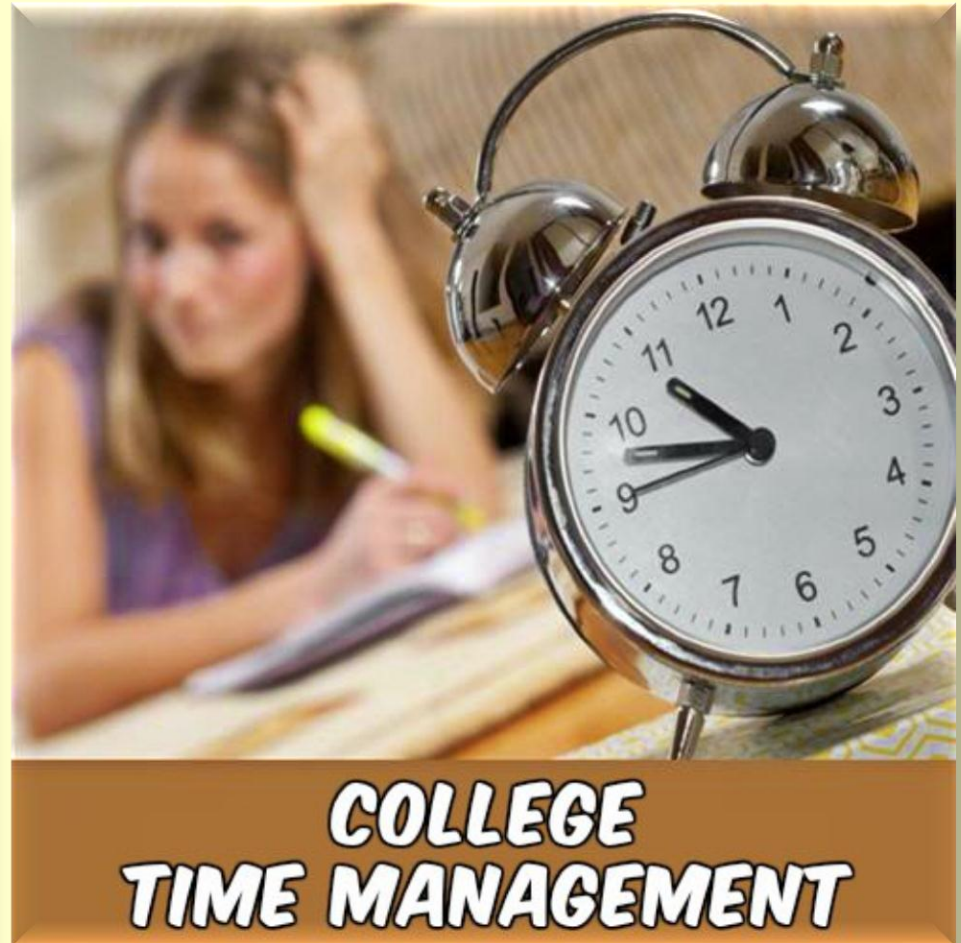
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12 COLLEGE TIME MANAGEMENT ESSAYS

GOAL SETTING AND TIME MANAGEMENT

So you're off to college! Congratulations! You're embarking on a journey sure to be filled with fun, new friends, new experiences, and knowledge beyond your dreams.

Some questions you might be asking yourself include:

1. How do I get everything done I need to get done?
2. How do I fit all MY stuff in the room with ALL my roommate's stuff?
3. Where's the cafeteria?
4. Where's the party?

While all of these questions are of extreme importance, the one you need to focus on the most is the first one.

At first, you will have more time available to you now than you will know what to do with. Even if you take a huge class load, run a marathon a day, start a quilting bee, and even believe, I guarantee that you are going to have more time than you can really believe. It's maximizing that time that makes all the difference in succeeding in college or struggling.

For many college freshmen, this experience can be a difficult transition. Your parents aren't around anymore to make sure you get up for school. You go from being a "big" senior to a "greenie" freshman again. College is more than just an excuse to party. It's a beginning for your adult life. You will be learning what you need to know to succeed in the real world. That, alone, can be overwhelming!

But it doesn't have to be. All you need to do is learn time management skills along with ways to cope with stress and maximize your college experience. How do you do that? It's not always easy, but it can be easier if you learn how to schedule your time effectively.

You need to figure out a way to shut out distractions, stop procrastinating, and balance your studies and work with your personal life. A tall order, no doubt about it. And add to it a huge dollop of stress management because, although the college experience is a great deal of fun for most, it can be a lot to take in all at once.

TIME MANAGEMENT 101

The time you spend on task has some relationship to the quality of work you end up producing. A good gauge to follow is to perform 2-3 hours of schoolwork outside class for every hour of class time. Yes, this means for a full-time student with 15-hours of class per week load the recommendation is to do between 30 and 45 hours of homework each week.

Sure, that's a big jump, especially if you breezed through high school or previous years of college on less. This estimate simply reflects the time it actually takes to learn effectively. It's not steadfast and set in stone. If you find yourself really grasping the concepts of a chapter after a half-hour, feel free to stop. The key here is to set aside this time exclusively for studying. If you get done earlier than expected – that's a bonus!

Now this number shouldn't mean that you completely forgo time for yourself. It is important to have some personal time. Even though you may work a part-time job, and doing so isn't necessarily counter-productive to success at school, you'll need to take some time for yourself and for recreation each week.

A starting guideline might be something like 10% of your week, or 17 hours. What is more important than these specific targets is that you spend enough time on school work to ensure that you're successful and that you spend enough time outside of school to ensure that you have a healthy balance.

Allow for unanticipated interruptions in your schedule. This means leaving some empty spaces during the day or in some way being flexible enough to handle interruptions. If the unexpected does not happen, time is available to do something we were saving until the next day.

Schedule homework early in the day so it is less likely to be crowded out by unexpected events like meeting an old friend or having a roommate ask for help with one of his classes. Homework should be a part of each day's schedule. Students who participated in a major study on stress, reported doing homework as the most frequently used method for reducing stress in their lives.

That might sound odd to you, but by staying ahead of the game and keeping homework done, the stress levels will be lower because you won't have that unfinished work hanging over your head and in your mind constantly.

TIME IS ON YOUR SIDE

It will help you manage your time well if you know where your time actually gets spent. One very helpful way of determining your actual usage of time is to track your time. The process here is like making a schedule, but it works in reverse. Instead of writing things in that you are planning to do, time logging is a process of writing down the things that you have already done. Doing this is sort of a get-to-know-yourself exercise because this procedure will highlight many of your habits that you might selectively ignore currently.

For instance, some people find that every time they plan to do math homework they end up watching television. Instead of studying for that Psych test, they play Internet poker. Other people just can't seem to follow their schedule until the week before finals.

Whatever your time habits, time tracking will help you adjust and fine-tune your time management practices. Having accurate information about your time usage patterns can serve as another important point of reference for self-monitoring. Following are a few ways to track your time. Take a moment to do this – it will truly help you open your eyes and take control of your time.

1. Time tracking is fairly straightforward. At the end of every hour jot yourself a quick note about how you actually spent your time for that hour. The note needn't be long – one sentence or less should suffice. If how you spent your time doesn't match an already planned activity, simply enter a comment as to what you really did during that time. This way you will be able to review patterns that emerge in your use of time and make adjustments to improve your productivity.
2. Some people find it helpful to modify the planning page to facilitate tracking time. The modifications are easy enough: make two columns on your paper for each day of the week. In one column, write down the plan you are trying to follow; in the second column, make notes on what you actually did with your time. The side-by-side comparison is very telling and an excellent way to figure out where you're not using time in the way you intend.
3. Another effective way to make changes and get results from your time management strategies is to summarize your time use by time category such as: sleep, study, work, travel and so on.

NOW WHERE DID I PUT THAT?

Generally, college students aren't fully prepared to organize the "stuff" in their lives. Dorm rooms can quickly get over-run with clothes, books, computers, CD's, DVD's, television sets, completed papers, half-completed papers, and the other effects of the college student's life.

Maybe you're still living at home in the same room you've been in since you were a child. You still need to make room for the new trappings of college life. Or if you're a non-traditional student, trying to merge college supplies in with children's toys and pots and pans can be overwhelming. Try a few of these great organization tips.

If you want to effectively use your time, designate certain spaces for certain things. You have the tools – desk, dresser, bookshelf. What you need from the store is a few supplies. Colored file folders, a portable plastic file holder, a penholder, some colored binders, a 3-hole punch, and a few small bins should get you started. You can alter your plan – and probably will – as you decide exactly what is right for you and what works best.

Designate one color for each class and store pending assignments in them as you work on them. Place these folders inside the plastic holder. Be sure to write on the tab which class each is for to ease identification. You can also use the file folder approach to store important papers and receipts. If the bursar needs to see your birth certificate, you want to make sure you can get hold of it quickly.

The colored binders are used for each class to store all papers you receive in that class. As we talked about earlier, you will get a syllabus – put this in the front. Then, whenever you get a handout from your professor, punch it and place it in the binder. Use section dividers to label what information is contained in which section. You should also keep completed assignments in this binder for easy referral and in case your instructor "loses" one of your grades – then you can prove you did the work!

Keep on hand an ample supply of pens and use the bins for small items you accumulate like paper clips, push pins for a bulletin board, stapler, etc. If you have a computer, place all these items within easy reach. Make this your "center of action" and use this space to complete all your work. It's a good idea to keep extra of supplies like floppies, CD-RWs, paper, and printer cartridges – just in case!

YOUR PLANNER IS YOUR BEST FRIEND

When you are organized, that will help you achieve your goals in a timely manner. You need to organize your tasks so you will know what needs to be accomplished and when they need to be accomplished. No student should be without a daily planner.

You have probably used various kinds of planning tools before, including a daily or weekly planner, a month-at-a-glance planner, and so on. It is important to keep in mind that the purpose of scheduling is not to enslave you to your planner, but rather to record your decisions about when certain things should happen.

Planners can be found in many places and in many different formats. Most college students find that a daily, week-at-a-glance planner works best as it is easier to see information for a whole week and gives plenty of room to track what needs to be done that week. Check your campus bookstore or local discount store for a variety to choose from. You can even make your own with the help of Microsoft Word or Excel.

Below is an example of a sample planner page created in Excel:

March 13 - Monday	March 16 - Thursday
March 14 - Tuesday	March 17 - Friday

AAAAHH! STRESS MANAGEMENT

College life is full of new experiences and anxieties. It can be the best of times and the worst of times. Meeting new people, learning, and being on your own are the best. Falling behind in class, pulling "all-nighters and final exams can be the worst.

Sometimes the best of times lead to the worst of times. Students who spend too much time meeting new people and "socializing" find themselves skipping class, falling behind in assignments, and "bombing" exams.

Stress is a common and natural condition of our mortal existence. It arises through our daily efforts to achieve goals, relate with others, and adjust to the demands of living in an ever-changing world.

We often view stress as a negative element in our lives and seek to reduce or eliminate it. We forget that there can be a great deal of growth from learning how to deal with stressful situations. Our aim shouldn't be to completely avoid stress, which at any rate would be impossible, but to learn how to recognize our typical response to stress and then try to adjust our lives in accordance with it.

College is a particularly stressful time for most of us with the pressures of examinations, large amounts of reading, research papers, competition for grades, financial expenses, and social and career decisions. Students can effectively deal with stress rather than become discouraged and immobilized by it.

Each of us functions best at a particular stress level. When stress increases beyond that level, the effectiveness of our performance begins to drop. When we pass our peak of effectiveness we usually experience symptoms like forgetfulness, dulled senses, poor concentration, headaches, digestive upsets, restlessness, irritability and anxiety. The occurrence of these symptoms can alert us to take steps to reduce our stress so our effectiveness can remain at a high level.

Some people have a "race horse" life-style and seem to thrive on intense activity while others prefer a "turtle" life-style and function best when their activity level is not intense. Trying to adopt a "turtle" life-style when we really prefer a "race horse" life-style, or vice-a-versa, can be stressful.

We need to trust ourselves as the authority on what is best for us. We should avoid comparing ourselves with others who seem to function with a higher degree of stress in their lives than we do. For example, we should register for the

I'LL STOP PROCRASTINATING TOMORROW

Procrastination is a schedule buster. It's easy to put things off until later, especially when you dread the task such as writing a term paper. But in college, this is a real problem. If you put off your assignments or studying for tests, you are only hurting yourself. Procrastinating leads to stress and anxiety not to mention poor performance. You CAN stop procrastination from affecting your schoolwork.

It can be difficult to start working. Most of the time, however, not starting seems to be related to fear of poor results or negative evaluations than it is to the actual difficulty of the work. Aim to subdivide tasks into small steps and convince yourself that to get started all you need is 10 full minutes working on a task. Often, the 10 minutes will elapse and you'll be right into the swing of things, prepared to continue on productively.

Sometimes you just don't feel motivated to do your schoolwork. It might help to realize that for many people motivation isn't a prerequisite to action...it is a result of it! Try working for a short time and see if you can "get into it." If your motivation problem seems more substantial, it might help to realize that when you aren't motivated to do school work, you aren't actually out of motivation...you're just motivated to do something else.

Make a schedule. Allocate specific times to complete tasks using daily planners. We have a whole chapter on that in this book. Your planner should always be handy and you should refer to it often. Once you make your schedule, follow it. Work with a roommate or friend to motivate each other. Remember always that once the work is done, you will have more time for yourself, so stick with that schedule.

Make two activity lists: "Things I Like To Do" and "Things I Have To Do". Mix up activities from both lists and work on each activity for a short period of time. Alternating between fun and work helps to maintain motivation and interest. All work and no fun is another schedule buster. You don't have to be working ALL the time, but you do have to complete what needs to be done.

Sometimes, you may feel overwhelmed with large projects. This is a normal reaction. When you feel like this, it's easier to put it off because you don't know exactly where to start and have a difficult time envisioning the completed

STOP THE CRAMMING! STUDY TIPS

Many college students don't dedicate the right amount of time toward maximizing their studying. As we mentioned before, cramming and pulling "all-nighters" is still a fact of life on most college campuses. These types of sessions increase stress levels and don't always lead to the best performances.

Learning how to study can be the best way to manage your time and leave a little left over for some parties and/or relaxation. Here are some tips to consider:

1. Identify your "Best Time" for Studying: Everyone has high and low periods of attention and concentration. Are you a "morning person" or a "night person"? Use your power times to study; use the down times for routines such as laundry and errands.
2. Study Difficult Subjects First: When you are fresh, you can process information more quickly and save time as a result.
3. Use Distributed Learning and Practice: Study in shorter time blocks with short breaks between. This keeps you from getting fatigued and "wasting time." This type of studying is efficient because while you are taking a break, the brain is still processing the information.
4. Make Sure the Surroundings are Conducive to Studying: This will allow you to reduce distractions which can "waste time." If there are times in the residence halls or your apartment when you know there will be noise and commotion, use that time for mindless tasks.
5. Make Room for Entertainment and Relaxation: College is more than studying. You need to have a social life, yet, you need to have a balance in your life.
6. Make Sure you Have Time to Sleep and Eat Properly: Sleep is often an activity (or lack of activity) that students use as their time management "bank." When they need a few extra hours for studying or socializing, they withdraw a few hours of sleep. Doing this makes the time they spend studying less effective because they will need a couple hours of clock time to get an hour of productive time. This is not a good way to manage yourself in relation to time.

MANAGING WORK AND STUDIES

For many college students, having to hold down a part-time or even full-time job is one that is a harsh reality. Not all of us have parents with an endless supply of cash and some of us just choose to earn our own money instead of depending on others. So how do you balance your job with everything else?

Of course, above everything else is scheduling. Be sure your boss knows your class schedule and have a heart-to-heart with him or her about your time needs. Many workplaces are sympathetic to the plight of the working college student. Communication is essential to having a peaceful co-existence with your job and your schooling.

Family-owned businesses tend to be much more understanding of the college student. They have shown to be more willing to work with employees who are full-time students.

Consider finding work on campus. Check the bulletin boards for jobs that will fit into your schedule or find the human resources department and inquire about available positions. Many colleges offer work in your field of study, which could prove to be invaluable. Working on campus eliminates travel time to an outside job and minimizes the stress of trying to coordinate classes with your job.

Don't try to take on too many hours. Studies show that students who work more than 15 hours at a part-time job while carrying a full load of classes experience more stress and have a larger chance of dropping out of school due to that stress. While it's important to have income to offset expenses, it's also important to concentrate on your studies.

Take advantage of downtime. When you have a break, review your flashcards. On your lunch or dinner break, read a chapter while eating a sandwich. Talk to your employer about studying during lulls while on the clock. If you work at, say, a convenience store, see if your boss would be willing to allow you study time in between customers. When you take advantage of the time you're given your success at balancing work and studies will increase greatly.

Working while in college offers the student more than just the chance to make money. College jobs allow students to work with faculty and administrators who can often serve as mentors. And students can often find jobs that relate to their academic work (lab work, research, etc.). Just as importantly, campus jobs often provide students with the opportunity to examine various career options. At

MONEY MANAGEMENT TIPS

Money certainly makes the world go 'round, and we all need to be mindful of how much we have and where it's going. This is especially true for college students. College expenses can be high with tuition, books, room and board, rent, gas, beer money, movie rentals, etc. Effective money management is made easier with these tips.

First, track your spending for two to four weeks to find out where your money is going. Is four trips to Starbucks a week really necessary? You probably don't realize how much money you spend on little things like snacks and poker antes. Often, just by tracking expenses, you'll start to curb your expenses and spend your money wisely.

The best way to manage your money over the course of a semester is to sit down and map out a budget. List sources of income such as scholarships, loans, money from summer jobs, and cash from your parents. Then list your expenses, such as tuition, books and groceries. If your income is larger than your outgo, you're on the right track!

If you know you need to buy a new CD or go to concert or a party every week, make room for that in your budget. You do need some entertainment. You'll get burned out if you don't have any fun. But be mindful of your entertainment expenses so that they don't get out of hand.

If you spend, spend, spend at the beginning of the semester, you could be tapped out later. Give yourself a spending limit for each week. Stick to it and you won't have to eat macaroni-and-cheese every day in December.

Be careful with credit card use. Having a credit card is a good idea in case of emergencies, but having that little piece of plastic can make your spending get way out of control, very, very quick. One quick way to spend beyond your means is to charge it. Use credit cards sparingly. Once you get into the habit of reaching for a Visa, it can be hard to stop.

Keep only one credit card. You'll probably be barraged with offers from credit card companies wanting to give you a \$5,000 credit limit at only 25% interest to celebrate your induction into the "real world". Find a card with a low interest rate and use it as little as possible. And don't charge small purchases! If

PARTY RESPONSIBLY

Parties and socializing is a huge part of college life. You should never deny yourself the right to enjoy the non-academic side of the university. You need to keep in mind, however, that partying is only a small part of the college experience. It has its pitfalls, and you need to be careful that you don't overdo it so that it becomes the MOST important part.

When you have an early class, avoid the bars the night before. You're just setting yourself up for trouble. Even if you do get up the next morning after a late night out, you won't be completely focused on the class. This will lead to you missing important information that you might need later on. You won't be performing to your full potential if you're tired or hung over.

Be mindful of the downsides of excessive alcohol use. We're not saying you have to completely avoid alcohol. If you're of legal age and you want to enjoy a drink or two, by all means, go ahead. But, it's easy for a few drinks to turn into more and before you know it, you've developed a problem. Warning signs that alcohol may be a problem include:

- Missing classes or appointments
- Dropping grades
- Aggressive behavior while drunk
- Erratic behavior while drinking
- Blacking out or poor recollection of events
- Drinking when under stress

If you think you might have a problem, don't hesitate to seek help. Most college campuses have counselors on staff to help with problems affecting college students. Talk to your family doctor or call a help line such as those offered by Alcoholics Anonymous.

Never, ever, drink and drive. Take a cab, take turns with your friends being designated driver, or walk (but be careful – you CAN get a ticket for public intoxication if you're too smashed!) Safety should be first and foremost in your mind – at all costs!

NON-TRADITIONAL STUDENTS TAKE NOTE

More and more mature adults are going back to college to complete degrees already started, to fulfill a lifelong ambition, or to train for a new career path. Time management for non-traditional students is especially crucial as the issue of children and family contributes to the already hectic life of a full-time college student. Some non-traditional students also juggle full-time jobs along with their studies. Finding time to study, take care of a home, work an outside job, and have a personal life seems out of reach. However, time management skills make it not only possible, but also realistic.

With other activities going on in your lives, having a daily planner and referring to it often is more crucial than ever. You will also want to invest in a dry erase board for your home in a calendar format to keep track of events, appointments, and homework assignments. This can be especially helpful so that your family always knows where you are. Keep the board in a convenient, well referred to place such as the refrigerator or by the front door.

Use a different color marker for each family member so you know who is where and when. List your class schedule on the dry erase board and have your family members record their activities along with times to keep track of everyone's schedule. It's a good idea to copy this same schedule down in your planner since your planner should always be with you and you will always know how to schedule your hectic life.

Remember why you are in college in the first place and make this a priority in your life. It's essential that you talk with family and friends to insure they understand that even though they do matter tremendously to you, school has to be important and their support is needed in that.

Allot a specific time each day for studying. You need a quiet place with minimal distractions. You may want to physically write your study schedule on the dry erase board as well. Let your family know that when you're studying, you must be left alone. Then do nothing else during that time. Shut off the phone, stay put, and concentrate on your studies.

Organization is another key component to effective time management. While we do have a whole section in here on organization, some special attention needs to be taken to address your special circumstances. You need to identify one specific place to keep all your books and reference materials. Keep a separate bag

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7 ORGANIZING TIME AND SPACE ESSAYS

HOW TO FIND TIME FOR YOURSELF

"Time is a gift; given to you, given to give you the time you need, the time you need to have the time of your life." - Norton Juster-The Phantom Tollbooth

So much to do, so little time! Haven't we all used that phrase at one time or another in our lives? Thanks to technological advances, it seems like the more time we free up, the more activities we find to stuff into that "free" time. We're busier now than we've ever been at any point in human history. "If time flies when you're having fun, it hits the afterburners when you don't think you're having enough," Jef Mallett said.

Many people operate under the assumption that time is a scarce commodity. It's hard, as a human being, to think of time in any way except in linear terms. However, there is clock time and there is psychological time.

Information overload is another malady of the 21st century. We have it coming at us from every direction - television, radio, newspapers, magazines, daily mail, catalogs, newsletters, etc. Every time we turn around, we're being bombarded with more information. Max Frisch said, "Technology is a way of organizing the universe so that man doesn't have to experience it." So, is technology really our friend or our foe?

We long for the "good old days" when life was slower, less busy, and much less frantic. People used to relax in the evenings, read books, and just kick back. Well, not any more these days. Every minute of every day is filled to capacity with more and more activities.

Women especially have much fuller days than ever before. Most work a full time job, and then go home to another full time job. She's chief cook, bottle washer, homework helper, washerwoman, and housekeeper. Much has already been written on how a woman balances work and family. Gloria Steinam said, "I have yet to hear a man ask for advice on how to combine the time for marriage and a career.

Men are busier these days too, as they help their mates on the home front. Kids have tons of activities in the afternoon and evening as well; and that means at least one parent driving, and the other cooking and cleaning. It's turned into a rat race. Lily Tomlin tells us "no matter who wins the race, we're still rats."

HOW TO ORGANIZE YOUR HOME AND HEARTH: THERE IS A HOME UNDER ALL THAT CLUTTER!

"Time goes by so fast, people go in and out of your life. You must never miss an opportunity to tell those people how much they mean to you." - Anon

Many families are finding themselves in the midst of a clutter crisis and are totally at a loss as to how to bring order to their chaotic homes. Whether your clutter crisis is confined to one room or if your home seems to be a hopeless cause, terrifying even to think about, you can bring order to that chaos.

Do you find the sheer volume of the clutter in your home daunting? Never fear! There is a way to find that lovely home of yours again. Despite the stacks of papers, newspapers, magazines, the piles of clothes, and other belongings everywhere, you can find your furniture and floors again. You can learn to enjoy your home once more.

Have you stopped inviting friends and family over to visit because you're embarrassed to have anyone see how you're living these days? Do you find yourself sleeping on half your bed, because of the piles of clothes on the other side? Are your children taking over the living room with their toys, because there's no room for them to play in their own bedrooms? Is your family eating dinner on their laps because your dining table is stacked three feet high with papers and magazines?

As bad as it might seem now, there is a way to deal with this kind of disorganization and disorder. And don't worry, it's painless and inexpensive. It will require some work on your part and that of your family. If you get the whole family in on the organizing, you could even have some fun together.

For starters, deal with only one room at a time. A houseful of clutter and chaos is too overwhelming. You need to break it down into small jobs that are more doable and less intimidating. Taken as a whole, you'd run screaming into the night, or want to run away from home, before you'd be brave enough to tackle a whole house at once.

You can choose any room you wish to begin with, but you should probably start with a large room, one that people are bound to see when they come to visit,

HOW TO ORGANIZE YOUR OFFICE: FIND ALL THAT MISSING TIME!

"Nothing is a waste of time if you use the experience wisely." - Rodin

Now you have your home and family well organized. Now you're ready to tackle your workplace and work life. At work, organization starts with your relationships with your co-workers and your boss.

Just like you did with your home space, take a good long look at your work to-do list. How many items on that list are vital, urgent, important must-dos? Be honest with yourself. Is the world going to end if you don't do each and every task on that list? Get rid of the non-essential items on that list; you'll save yourself more time by working on the must-dos instead.

Don't confuse busy work with effective, creative accomplishment. Looking busy is not the point of this exercise. Finding what's really important and critical is the point. Don't let the mundane day-to-day stuff crowd out the real work. If you find your day is taken up with running around putting out small fires, you may want to re-evaluate your system. How are you going to find time for the highly productive, creative parts of your life?

So, it's time to reorganize your work priorities. Take a good look at your job description. Have they begun to blur a bit around the edges? Have you discovered that you've gradually pulled away from your original intentions? Have you helped a co-worker with a task that has mysteriously, over time become part of your job now? Maybe it's time to return to the basics.

Resign yourself to the fact that there are going to be tasks you never get around to doing. If you feel guilty and disappointed in yourself for not accomplishing these tasks, you'll hinder your own productivity. Face the facts, you cannot do it all, it's not going to happen. You're only going to wear yourself down to a nub by trying, then feeling guilty for not being able to do them all. And that gets in the way of accomplishing the next task.

Keep in mind that working incredibly long hours day after day for months on end will eventually result in losing your perspective on some tasks. You'll lose sight and focus on what is really important.

HOW TO ORGANIZE YOUR HOME OFFICE: WORKING THAT DREAM JOB!

"All that really belongs to us is time; even he who has nothing else has that." - Baltasar Gracian

Many people dream of being able to work from their home, running their very own home-based business. They dream of having a more flexible schedule, being able to go out to lunch with friends, work any time of the day they choose, and not have a boss looking over their shoulder. Ahhh, what freedom!

However, time management is often more difficult for the person working in a home office than it is for someone in a conventional office atmosphere. The home worker has to learn to be a self-starter. There's no boss around to check on you and make sure you're on track. It can also be a very lonely workplace, since there are no co-workers in your home office.

It's more important than ever to have your schedule laid out the day before; so as soon as you get up and get ready to start your day, you know what's on the agenda first thing. Try to analyze your workweek to determine where you're losing time and where you can economize and find more time to finish your projects. There are time wasters lurking even in the home office. Flexibility brings with it a price to pay. You may not have the time even to go out to lunch, unless you're meeting with a client. The dream of working a couple of hours, then running around with friends all afternoon is just that - a dream. If you're the only worker in your little home office, you don't have time to run around, unless it's related somehow to your business.

Instead of co-workers hanging around your office or cubicle, it may be friends who just thought they'd drop by and see if you'd like to go get some coffee or lunch. In their eyes, you work at home, so you can just drop everything, since your schedule is so flexible. You may have to get tough with these well-meaning types. Let them know that just because you work at home, doesn't mean you can just drop everything and play. Working at home is still working. If you stop every time someone wants to visit, you'll wind up making up that time at night or weekends and you'll soon have no time to rest and relax. JFK told us, "Time is a tool, not a crutch."

HOW TO ORGANIZE YOUR MONEY: YOU MAY BE RICHER THAN YOU THINK!

"I have enough money to last me the rest of my life, unless I buy something." - Jackie Mason

When you're cleaning out your closets, did you find that old shoebox full of receipts, statements, and bills? Now it's time to stop procrastinating and go through the bits and pieces of your financial life. You've done so well and straightened out the rest of your personal and professional life, it's time to handle the money part too.

Most people who find themselves disorganized when it comes to their homes and offices also find they are disorganized when it comes to their finances. Avoidance of all messes becomes a habit that's hard to break. Very few of us like to dig through the receipts, cancelled checks, bills, and credit card statements. A root canal would be preferable to balancing that checkbook. It doesn't have to be that way. Remember how good you felt when you conquered the disorganization of the rest of your home and office? Trust me, you'll feel just as good, or even better, dealing with the money mess.

Plan to give yourself a few hours time to deal with this paper clutter. Let's start with that box of paper clutter you found while cleaning out your closet. Then gather all the other papers, bits and pieces, statements, bills, file folders, and everything that constitutes your financial life, and lay them all out on the dining room table. Don't forget to look through your purse, pockets, etc. anywhere you may have stashed a receipt or two. Be sure to place a trashcan near the table. Arm yourself with plenty of brand new file folders, large envelopes, pens, and some color-coded stickers. You may want to purchase a small portable file holder, just for bills, etc.

Drag everything out and start sorting through the piles of papers. Checks in one pile, business receipts in another, credit card statements in another, paycheck stubs in another, etc. until you've gone through every single piece of paper. Discard old receipts that aren't useful anymore. Use color-coded stickers to help you keep everything straight and organized.

Start a file for the current year and stash your business receipts in it. Paid bills should be filed away in your portable folder and the unpaid bills should be kept in a different folder, so as not to be forgotten. There are many useful tools

HOW TO ORGANIZE YOUR TRAVEL TIME: SURVIVING YOUR VACATION!

"No one realizes how beautiful it is to travel until he comes home and rests his head on his old, familiar pillow." – Lin Yutang

Ah, the joys of traveling! The actual traveling is fun: it's the preparation for traveling that keeps many people at home. Getting everyone ready, packed, and out the door doesn't need to be hectic, painful, or stressful. With just a few pointers and a little organization, you can have a great vacation.

So, you've already picked your vacation site and you've decided the time of year you'll be going, so you know what you need in the way of clothes, shoes, etc. But where do you start to make sure the whole family is organized and ready to go?

When it comes to your luggage, buy the sturdiest, best made pieces that you can afford. You'll be glad you did. Traveling is hard on luggage; you don't want pieces falling apart in the middle of your trip that have to be replaced mid vacation. There are many kinds of luggage; what you buy will depend on where you're going, how long you're staying, etc. If you've decided to go camping, get the sturdiest, waterproof type of backpacks you can find. They need to stand up to the elements and rough going.

As you're picking out the luggage for your vacation, look for sturdy locks and catches that don't give easily and hinges that can take the strain without breaking. Make sure you keep those suitcase keys in a safe place, preferably in your carry-on luggage, purse, or pocket. Whether you need soft side luggage or the harder shell type will depend on what you plan to carry inside. Soft side luggage is great for clothing and shoes, but if you are planning to pack breakable pieces, like bottles and other toiletries, the harder shell type luggage is what you need.

For your carry-on pieces, keep in mind that the bag will have to go through security devices and must be a certain size. Check with the airports you'll be traveling through for their size requirements and also for any restrictions. Be prepared for all contingencies. This lessens the stress at the airport, especially if you're responsible for getting small children on board safely.

ORGANIZING THE SPECIAL EVENTS IN YOUR LIFE

"Between too early and too late, there is never more than a moment." - Franz Werfel

Do you look forward to the special events in your life, or do you dread those dates as they pop up? Maybe you think you just don't have the time to plan a party; you barely have time to attend an occasional party, let alone throw one of your own. With a few tips and techniques and a little organization, you can host a party that people will remember for years.

How about that big anniversary your parents are about to celebrate? Wouldn't they love a big bash with all their friends invited to share this important milestone with them? Throw them an anniversary party they'll never forget.

Before you plan a single thing however, talk to them about what they'd like. Their idea of a great celebration might not be exactly what you would have planned; but this is their day, remember? Will it be casual or formal? You can make it as simple as a backyard barbecue, or as fancy as dinner and dancing at a classy restaurant. Talk to any siblings as well, to see if they'd like to get in on the fun. If you're on a tight budget, let them pitch in to help with the planning and the fun. This is how families make memories.

The bigger the bash, the more time you'll need for planning and organizing. Don't wait until the last minute to try and throw together something as big as an anniversary party.

Depending on what has been decided for a theme, and whether it's to be casual or formal, you may need the services of a rental company. Just about every large city or town has a rental company that will rent out everything from tables and chairs to cutlery and china and everything in-between.

Once you've decided on the date and a venue for the party, you'll need a guest list as soon as possible. If you've decided on the theme, it's time to go shopping for invitations; or if you wish, you can design one on your computer and print them out yourself. Check out your nearest office supply store for a wonderful selection of paper and cards perfect for the do-it-yourself type. This

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9 GET ORGANIZED NOW! ESSAYS

12 SIMPLE WAYS TO ORGANIZE

Admit it! Sometimes you can be overwhelmed by seemingly endless streams of paperwork and wonder if you will ever be able to organize it all. Emails or Ezines that you want to keep, ideas you found on the Internet, school papers, notes of ideas that popped into your head as you waited to have a tooth filled, newspaper clippings... You just file and file and file and then forget where that ONE article was that you needed to complete the project that was due last week! Phew! It is all very tiring.

Being a list person is a great help. If you are busy juggling a 9 to 5 work life, family time, a home-based business and taking care of your household, as well as having a number of hobbies -- well it's time to start thinking about becoming a list enthusiast. Time to simplify your life!

WE ALL SEARCH FOR GOOD WAYS TO ORGANIZE OUR LIVES.

For all of the super-busy people in this world, there are a number of very clever and yet simple ways to help organize your life and keep your sanity.

1) Use Notables: Keep a small notebook and pen handy. Take it wherever you go and then just jot down ideas or appointments or things to do instead of trying to remember them and then forgetting them later on.

2) Use Good Telephone Habits: Establish a time limit for each telephone call and make sure you tell your caller. That way you save yourself lots of stress from trying to end the telephone call. This will also aid your caller in condensing the information they want you to hear. This one sounds meticulous but is a major saver.

3) Use Waiting Time: The next time you visit your dentist, meet with your boss or while waiting for your dinner to cook, take the time to catch up on reading or planning. When that is done use, the time to sort, tidy or just think.

4) Give Thanks: The next time someone helps you out with something, be sure to offer praise. This can be to a subordinate, co-worker or to a member of the family for any effort you have noticed. They will be happy to help you again, next time you need them.

ESTABLISH AN ORGANIZED HOME OFFICE

Follow the lead of a well-organized home office. Using the checklist below, incorporate many of the organizing tips found on the list. You will have both a professional and efficient home office.

ORGANIZE YOUR BOOKKEEPING

- * Prepare and send invoices to clients
- * Enter monthly transactions into bookkeeping software
- * Reconcile bank, credit card, and other account statements
- * Send reminders for paying bills on their due dates
- * Write and prepare checks to be signed to pay bills

ORGANIZE YOUR DATABASE MANAGEMENT

- * Enter business card data into a database
- * Send an introductory letter to new prospect leads
- * Send scheduled marketing pieces to clients and prospects
- * Track marketing efforts and summarize the results in a report
- * Send regular follow-ups, reminders, and communications to clients
- * Call people for missing contact information
- * Send fax and email broadcasts

ORGANIZE YOUR DESKTOP PUBLISHING

- * Design and print brochures and business cards
- * Create flyers, price lists, and other marketing documents
- * Lay out, printing, and mailing regular client newsletters
- * Prepare professional-looking certificates for seminar participants
- * Print labels using company logos or clip art

ORGANIZE YOUR INTERNET SERVICES

BEST TIPS TO GETTING AND STAYING ORGANIZED

- Tell yourself (and believe) that some degree of clutter with a child is going to happen no matter what!
- Begin with messes and clutter that you see every day. Work on organizing your kitchen and family room before your hallway closet.
- Assign everything in your house a place. This way when your family searches for something they need, they will know exactly where to find it and where to put it away.
- Use this same principle to organize your silverware, with clearly defined places for every fork and knife, or drawers for ties and socks or, underwear. Think in this same way for every aspect of your home. This will save many hours of searching for things. It will dramatically cut down on the clutter of items left out "for now" or "until I find a place for it." Develop a new mantra: everything has its place and a place for everything!
- Enlist a new rule: throw out one old thing for every new purchase that enters your home.
- When using stairs, never go up or down them empty-handed. Always grab some items that belong to upstairs rooms and quickly put it away while you are there.
- Make a mental note to observe what things pile up in your house and where they cluster, and then come up with a place nearby that becomes the official home where those things will reside. Introduce baskets, shelves, and folders for this purpose. They work well. Set aside one basket for you and your partner for incoming mail, bills, and receipts and letters.
- Create a number of brightly marked folders for discount coupons, invitations and directions, and other time-sensitive papers that just clutter your counters.
- Keep items that are used frequently in places where you can reach them without stooping or bending, and store them close to the place they will be needed.

HAVE TIME ON YOUR SIDE

Perhaps you are like me and you are tired of hearing everyone give you advice about time. They just go on and on. Like, hope you can find some time. On the other hand, do not forget to make yourself some time. How about, do not lose any time. Alternatively, do not waste time. In addition, my all time favorite is, be sure to use time wisely. If I hear just one more I am sure, I will lose it!

Now, they may all be sound advice but what I really want to hear just once is, how about some playtime. That kind of time I do deserve.

You and I can actually accomplish a lot more if we just learn to devote time for ourselves. Doing this, though, is not always so easy.

We should all work very hard and when we do, we are bound to struggle through the pressures of life. It just makes sense. You are likely among those who are often found trying to get ahead and meet the demands of your job or family, right? Yet, if we do not stop and give ourselves the attention we need, we will all end up suffering to one degree or another.

Keep in mind that there is no one right way to manage this. Everyone has variable circumstances. We all have some unique problems in doing or achieving this aim. Perhaps the first thing to realize is that you are not managing time to do this. You are managing yourself.

A well-managed individual is well organized.

In order to manage yourself, establish your priorities. I am not talking about those "most important" things to do. It is prioritizing those things that are most important to you at a personal level. In focusing less on the tangible and more on the fulfillment of things you value, you will then achieve a sense of balance. You just need to determine what those activities are.

Take a look at what your leisure desires are. Travel? Reading? Bowling? Dancing? Dining out more? Visiting with family and friends? Deciding what you want to do is the first step to finding the time to do it.

Your priorities can therefore encompass: Friends and family relations, personal enrichment, health and wellness, pursuing personal passions, and working toward long-range goals. Life is more fulfilling when you are doing those things because they bring you joy. You do not need to sacrifice career, family, and well being to achieve balance in your life. You do not even need to change jobs either.

DETERMINING YOUR HOME STYLE

As you begin the chore of organizing your home, it is time to determine the style you wish your home to have. If what you had previously was not working for you, if you had ample amounts of dust and clutter, it is time to begin anew.

Your home should be a place that you enter into with both comfort and joy. When you are properly organized, you feel pride in your home. Your home should smile back at you when you walk in the door, and give you a sense of serenity when you leave.

You can accomplish all of this when you have peace and harmony in your home. Your home environment will be tidy and purposeful and you will draw strength from this.

You will put the harmony in your space by making it look and function the way that best suits you. When you walk into a room, it should look vibrant and comfortable. When you walk into a room that is dark and messy you feel at a loss. This is not how you wish to feel entering into your own home and your friends and family will not want to visit either.

As you enter into a room, you want to feel space to move around. You want it to be free of mess and clutter. Clutter enters your mind and dampens your spirit. It becomes difficult to focus in any area that makes you feel in this way. All you can see is the mess and you cannot think straight. You feel annoyed.

A hassle-free lifestyle will not just happen, you will make it happen. You have to create certain procedures and methods in which to generate the kind of atmosphere and conditions that you want. You need to determine what you want, how you want it, and if you are willing to spend the time and energy to make it happen.

There are a number of important elements at play in streamlining your activities and getting organized. A system can be implemented on anything, just as everything has a sort of "flow chart" to it. Doing household chores has a method to doing them. You must devise that method to be most effective. Setting aside time with family has certain disciplines that work. It is all about how you manage your activity that makes the difference.

If you learn better time management, for instance, the result is more time to do those things that you want to do. The pay off is great!

PUT THE WORD "ORGANIZED" BACK INTO YOUR LIFE!

There are all kinds of smaller and clever ways to organize your existence. If you are the type that just can never seem to get much done, and when you do something, it never seems to be good enough, then you need to be better organized. Here is how:

Do you sometimes feel that life is just plain crazy?

Try as you will, you just cannot always seem to get much done. Perhaps you are speeding along at the blink of an eye. You need to slow down.

We all move along about ten times faster than we should be. We all must balance things such as work, family, and friends. This can be demanding. If you want to have time to do the things you enjoy, **organizing yourself is the KEY!**

Here are some timesaving tips to help you get, and stay, organized.

1. Use a day planner. These books used to be used only by the big CEO's, or the school academic nut. Not so today! Look around for a bit before selecting one you like best. Make sure it suits your every need. You will find day planners in all materials and sizes. Your planner will help you effectively lay out your day on paper, so you know where you are going and what you are doing. These days, planners come complete with money pouches, checkbook holders and computer disk carriers, so shopping around is definitely a good idea!

2. Use a family planner. Yes, buy another planner for your entire family. This way, everyone in the family knows what everyone else is up to and when. You can plan much better this way. Consider buying those dry-erase boards available in most office stores. Mom can put her important luncheons on there, dad can put his coaching meetings, and the kids can put their after-school events on it. Place it up in a convenient location, which might be the refrigerator or somewhere in a high-traffic area.

3. Learn to just say "no." You are only one person, after all and you cannot do it all! Exercise your stress management techniques by saying "no" occasionally when you are asked to do things that are of little priority to you.

SMART TIME MANAGEMENT FOR BUSY MOMS

When people complain that they do not have enough time to do something, what they are really saying is that the thing is not a priority, and what they are doing is choosing another activity in its place.

Let's face it, time cannot be managed but people can!

You can tell time to last longer but it just will not do it. So instead of managing it, we must manage ourselves and use our time well. The best way to begin the discussion of time management is to take a look at your busy life and then develop a plan, a vision, or a program.

Whatever you want to call it, it will give your life good direction. If you do not have a plan or at least a distant goal, you will not know which path is the right path to take in your daily life. Whether it is going to the grocery mart without a shopping list, or deciding whether to work full time, a game plan is what is needed most or decisions are haphazard and just will not work so well.

1. Establish priorities.

Write each priority down if it helps (and it usually does). This creates a road map to life and will enable you to easily see how to spend each of your days. For example, if you are clear that your priority is to have an outing as a family, then you will be able to say no to activities that take place during that planned time hour.

If free time is a priority, then you may choose to limit the amount of extracurricular activities a child participates in. Set your priorities with integrity and then stick to them. You will also be able to see when you are straying from any designated path. If you are often straying, then perhaps it is time to reevaluate your plan and then see if it is still working for you.

2. Decide whether you want to be the Chief Cook and Bottle washer. Alternatively, perhaps you prefer to be the MANAGER.

A family manager wears a number of different hats, from chef to accountant to personal shopper to nurse to teacher. That does not leave much time for taking

TAKE CONTROL OF CHRONIC DISORGANIZATION

Jerri felt trapped by the contents of her home and desperate to change a situation that was paralyzing her life. She was so embarrassed that someone might see inside through a window that she kept all of her blinds closed. The dimly lit interior was depressing on the bright sunny days of May. Inside was a waist-high maze of dozens of boxes, bags of empty soda bottles, stacks of unopened mail, and layers of clothing.

Jerri confessed that she had always found it impossible to be organized. She just could not decide where things should go. She had not allowed anyone, even close friends and family members, to enter her home for many years. It had taken tremendous courage for Jerri to invite someone into her space, into her life, but this 29-year old explained tearfully, "It's overwhelming. I just don't want to live like this anymore!"

Feeling totally overwhelmed: that's the mantra most commonly uttered by those who find themselves in the midst of the chaos of clutter that grows with every mail delivery, notice from school, ring of the telephone, arrival home from a shopping trip. The piles grow because decisions must be made, and decisions cannot be made because the options seem to be never ending. Frustration and exhaustion soon sets in, and the result is the despairing sense of being "overwhelmed."

Daily life should not be so hard!

Do you find yourself an unwilling participant every time you need to go somewhere or get something done? Keys just seem to elude you. Your children come to the door, ready to go by with only one shoe. The bills you finally remembered to pay need to be mailed today in order to avoid more late fees, but where can you find the stamps? Now, where are those envelopes to be mailed? You set the keys down to locate the stamps and now, where are the keys?

Chaos and clutter is a circle, a maddening one!

For some of us, this is an occasional scenario, but for others, the constant confusion disables an otherwise productive life.

THE EMOTIONAL TOLL OF CLUTTER

Each area of your home provides you with a unique form of comfort. Comfort and clutter cannot co-exist. Clutter and mess only serves to bring unbalance and will dampen any good spirit. It stands to reason that, give up the clutter and bring in the peace of mind.

De-clutter your kitchen

Your kitchen is regarded as the heart of your home and for a good reason. Here you are nourished and provided for, even if you are dining on a frozen entrée zapped in the microwave rather than a homemade meal lovingly presented by Mom. An untidy and cluttered kitchen makes it hard to nourish yourself and others, on both physical and emotional. How you care for your kitchen is a hot clue to whether you are giving proper attention to your own nourishment and that of others. Cleaning up and de-cluttering your kitchen will open space for you to receive the support and comfort that you need in life.

De-clutter your living and dining room

These are special places where you socialize with family and friends. Here you engage with the world while being at home through watching television, reading the paper or discussing current events with old friends over dinner. Clutter can turn these otherwise special and social spaces into dens of isolation, especially if the mess is so bad that it has been a time since you have invited people over. Look carefully at your living and dining rooms to see what they say about your relationships. Are they important to you? Are you hiding yourself from others, by burying yourself in nasty clutter?

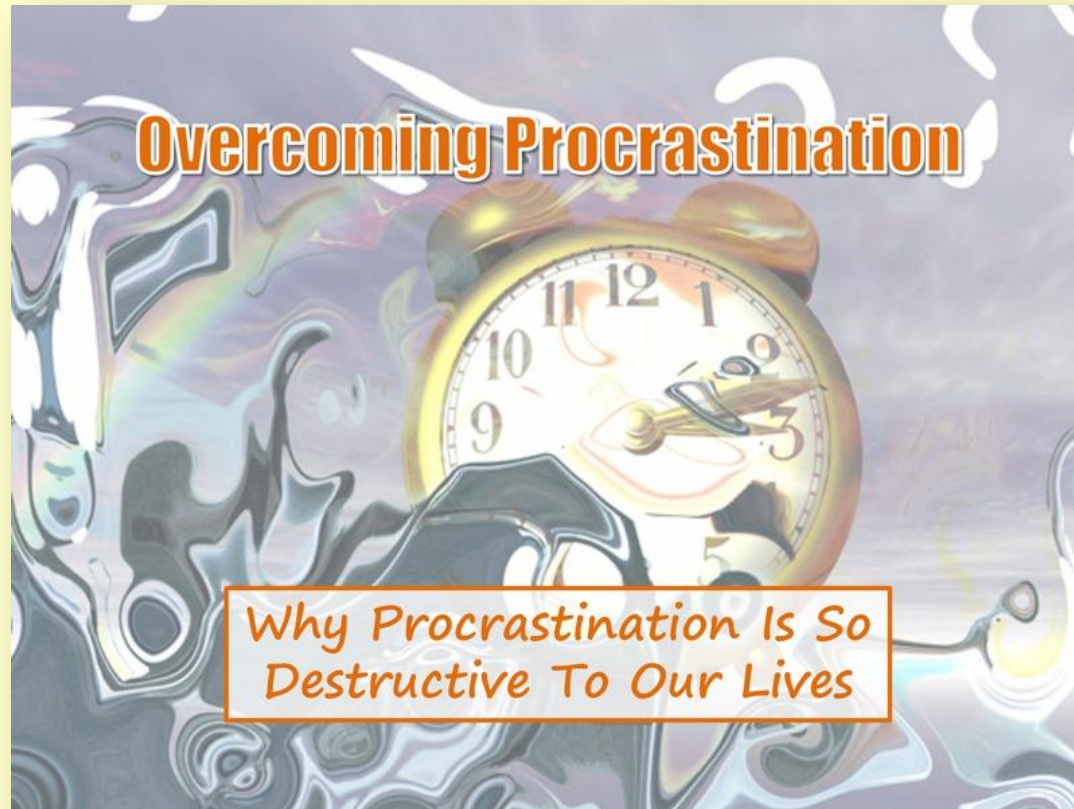
De-clutter your hallways

You need clear hallways to navigate through your home. Your clutter in your hallways prevents important connections between different areas of your home and your life. Look at your hallways and see what it says about the rest of your life. Do they contain good lighting and are they easily navigable, or do they cause confusion and trip you up? If you feel a disconnection between work and family, self and others, what you need to be done and your obligations, it may be time to give your hallways some good organizing.

De-clutter your bathrooms

Each day we use this important space to meet the world. We begin our days from this room. Clutter in the bathroom can mean your don't take pride in how you look and feel. How can you feel clean when using a cluttered, dirty bathroom? A

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Why Procrastination Is So Destructive To Our Lives

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Procrastination is subtle. Really subtle. The way it works is so subtle that it eats away voracious amounts of time and we don't even realize it.

How innocent it seems, to let time slip by. We deceive ourselves into dealing with it the next minute, next hour or the next day or month.

Somehow, we always feel that things will somehow get done. Yet, at the end of the day, there isn't enough time.

We know that life gives us it's fair share - 24 hours a day to the rich, poor, famous, invalid, busy or lazy person. Time is fair in the sense that we have the choice to do exactly what we want with these 24 hours.

Power point presentation with plr #2



Dealing With Procrastination

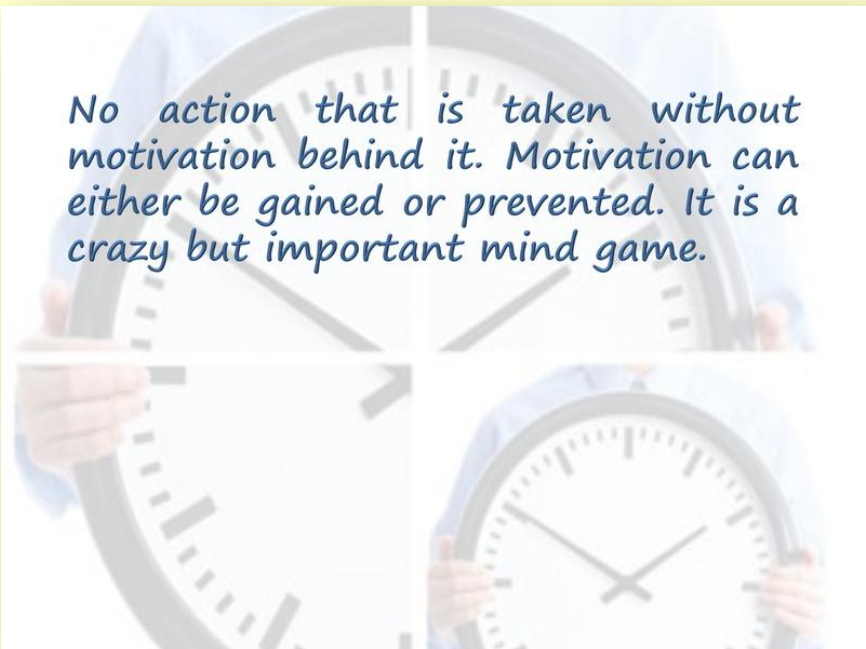
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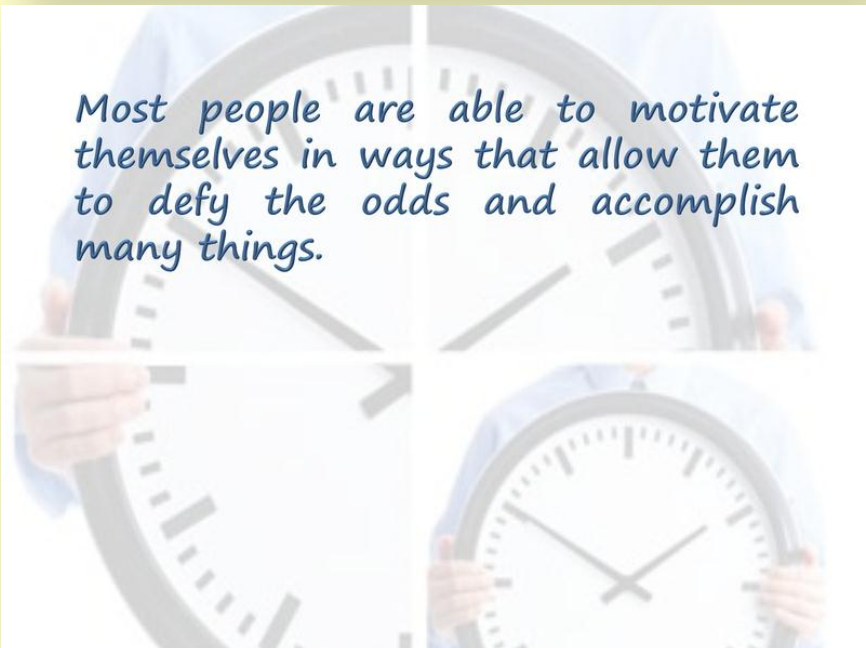
A background image showing a person in a light blue shirt holding a large, round, white clock with black hands and numbers. The clock is positioned in front of the person's chest, and they are holding it with both hands. The image is slightly faded and serves as a backdrop for the text.

How do we deal with procrastination?

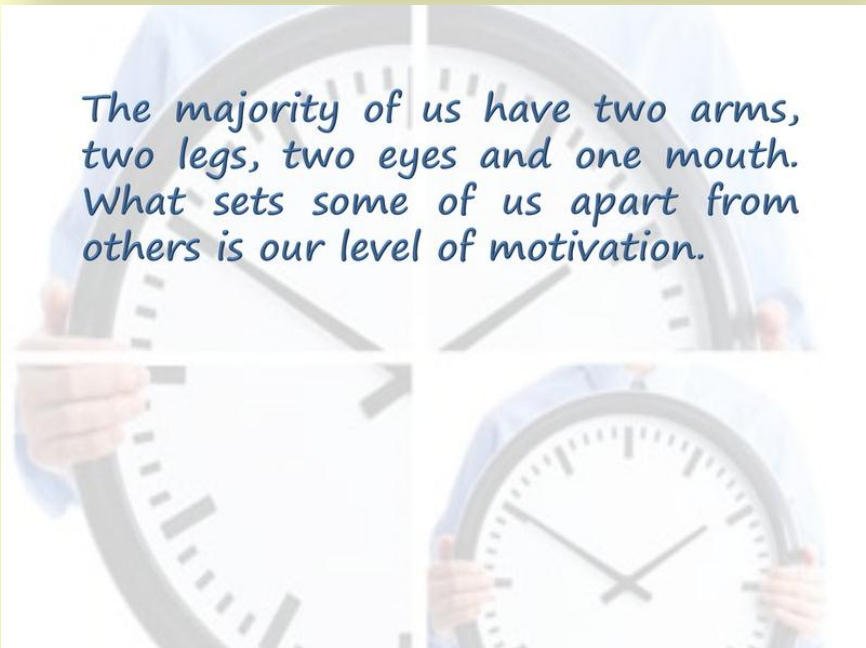
First, we must be very clear that procrastination is a symptom of several flawed character traits.

A background image showing a person in a light blue shirt holding a large, round, white clock with black hands and numbers. The clock is positioned in front of the person's chest, and they are holding it with both hands. The image is slightly faded and serves as a backdrop for the text.

No action that is taken without motivation behind it. Motivation can either be gained or prevented. It is a crazy but important mind game.

A background image showing a person in a light blue shirt holding a large, round, white clock with black hands and numbers. The clock is positioned in front of the person's chest, and they are holding it with both hands. The image is slightly faded and serves as a backdrop for the text.

Most people are able to motivate themselves in ways that allow them to defy the odds and accomplish many things.

A background image showing a person in a light blue shirt holding a large, round, white clock with black hands and numbers. The clock is positioned in front of the person's chest, and they are holding it with both hands. The image is slightly faded and serves as a backdrop for the text.

The majority of us have two arms, two legs, two eyes and one mouth. What sets some of us apart from others is our level of motivation.

Power point presentation with plr #3



Overcoming Procrastination: Prioritizing

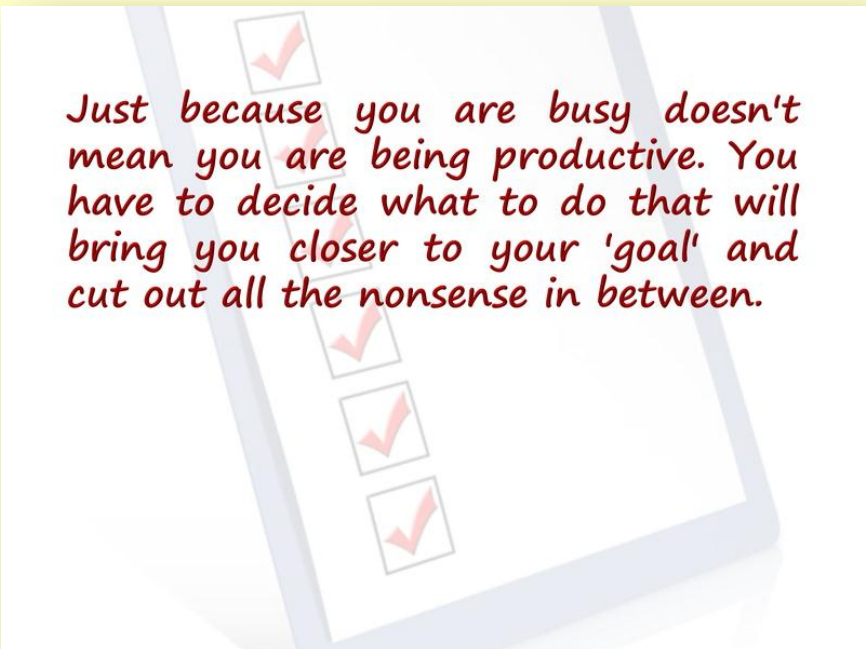
- **8 Slides** in PPT and .JPG format
- Original Presentation with PLR
- View sample thumbnails on next slide



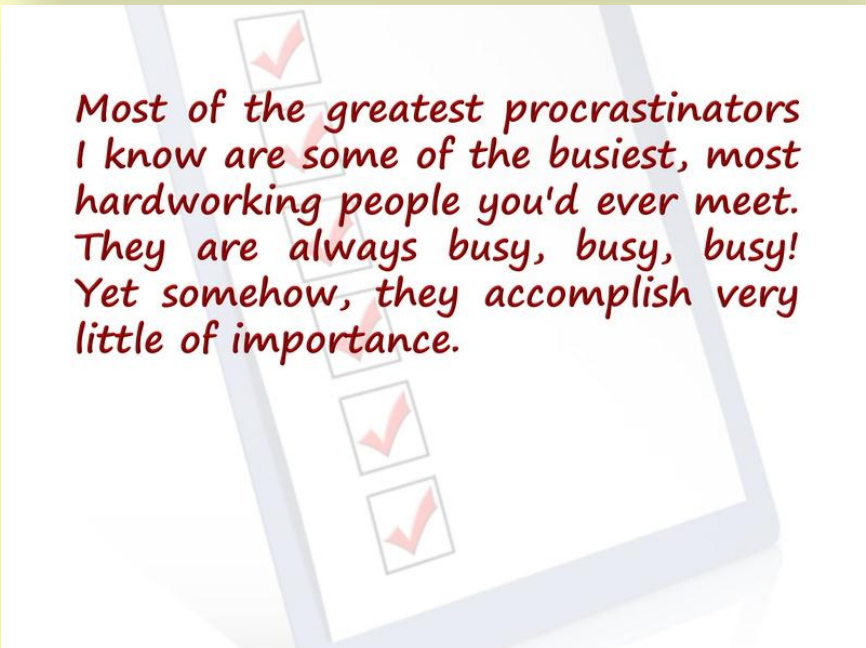


No doubt you've heard the saying,
"Are you working hard, or hardly
working?"

How about if we put it this way,
"Are you working hard or working
hard to appear hardworking?"



Just because you are busy doesn't
mean you are being productive. You
have to decide what to do that will
bring you closer to your 'goal' and
cut out all the nonsense in between.



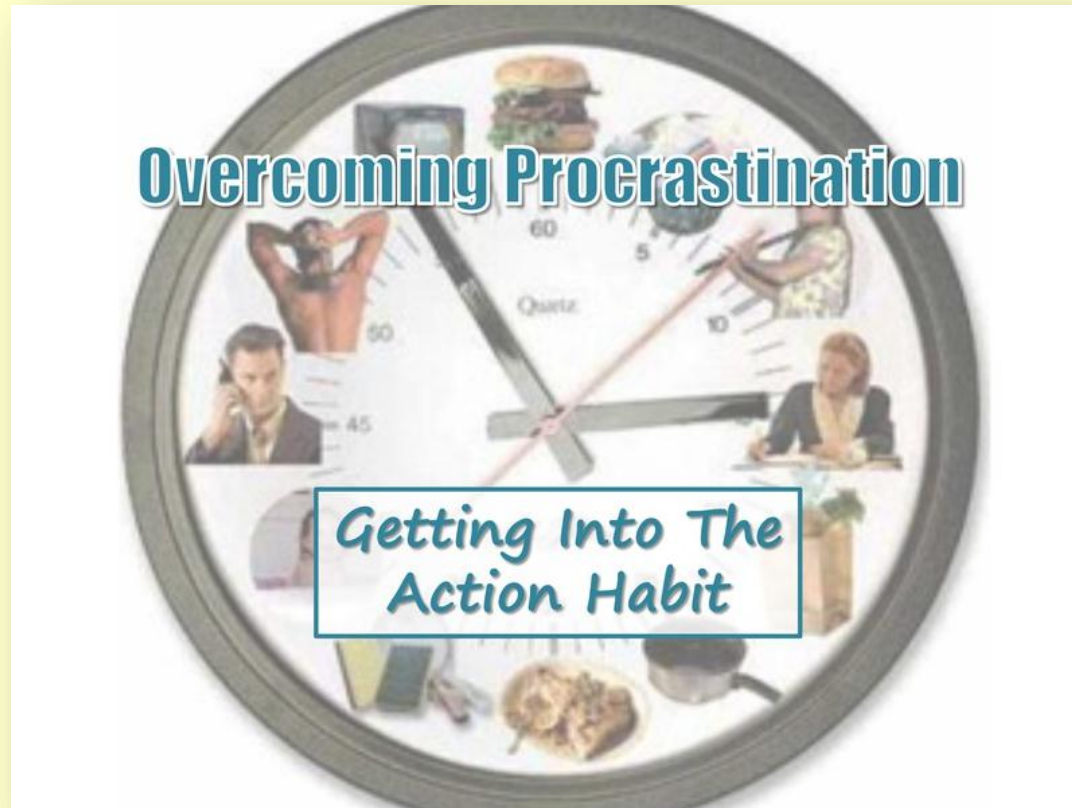
Most of the greatest procrastinators
I know are some of the busiest, most
hardworking people you'd ever meet.
They are always busy, busy, busy!
Yet somehow, they accomplish very
little of importance.



Prioritizing is very important.

You have to learn to put first things
first or to remember that the main
thing is to keep the main thing, the
MAIN THING!

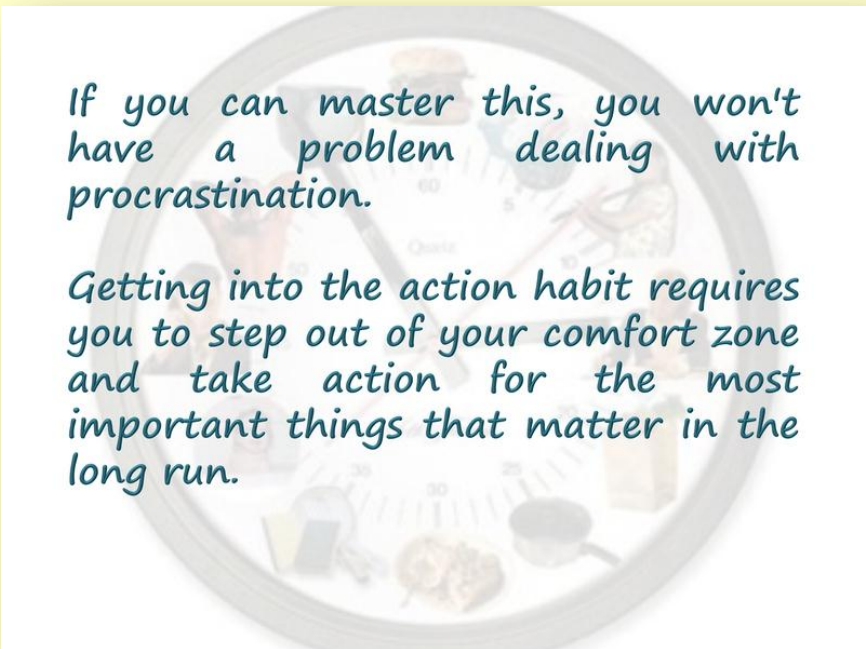
Power point presentation with plr #4



Getting Into The Action Habit

- **7 Slides** in PPT and .JPG format
- Original Presentation with PLR
- View sample thumbnails on next slide





If you can master this, you won't have a problem dealing with procrastination.

Getting into the action habit requires you to step out of your comfort zone and take action for the most important things that matter in the long run.



It is closely associated with delayed gratification and motivation.

Many times, people are paralyzed by the fear of taking action. The fear of making a mistake.



The only way to cure this fear is by...
TAKING ACTION!

It seems funny but once you actually start taking action to do something, you break the ice and things really get easier.



Action cures fear!

Once you start taking action, your mind subconsciously pick up signals and starts finding solutions instead of excuses.

PLr article pack #1

Name

- 📄 A Clutter-free Desk A More Effective Workday.txt
- 📄 Counteract that Counter Productivity Three Time Management.txt
- 📄 Divide and Conquer Five Instances where Delegating Makes Sense.txt
- 📄 Dont Drop the Ball Five Ways to Remember Practically Everything.txt
- 📄 Dont Get Pie-Faced Why those Pie in the Sky Dreams Never Work Out.txt
- 📄 Dont Pencil Me in Making your Commitments in Pen and Sticking to Them.txt
- 📄 Down to the Deadline How to Make the Most of Your Time.txt
- 📄 Effective Test-Taking Three Simple Ways to Finish that Test on Time.txt
- 📄 Email Magic Five Sensible Techniques to Tackle that Inbox.txt
- 📄 Failure is NOT an Option Five Ways to Set Attainable Goals for Your self.txt
- 📄 Five Essential Tools that Make Time Management Easy.txt
- 📄 Five Technology Tools for Effective Time Management.txt
- 📄 Five Time Management Tips to Get You Started on the Right Track.txt
- 📄 Five Top Time Management Tips for College Students.txt
- 📄 Get Committed Three Ways to Kick Start Your Effective Time Management.txt
- 📄 Get into the Groove How to Pace Yourself with Multiple Deadlines Looming.txt
- 📄 Get Wise Prioritize.txt
- 📄 Go On Get Soft Top Three Benefits to Utilizing Time Management Software.txt
- 📄 Got a Time Management Roadblock Take a Detour with a Power Break.txt
- 📄 Great Expectations How to Make the Most of your Time Management Skills.txt
- 📄 Having a High Time Ten Valuable Time Management Tips for High Schoolers.txt
- 📄 Its All Academic College Kids Need Time Management Too.txt
- 📄 Its not too late to Learn Three Easy Steps to Choosing.txt
- 📄 Just Rewards Why rewarding yourself is a Valuable Time Management Tool.txt
- 📄 Keep Your Eye on the Prize How to Accomplish your Goals.txt

**MANAGE
TIME
PLR ARTICLE
PACK**



TIME MANAGEMENT PROFIT PACK

PLr article pack #2

Name

- Keeping in Line Ten Things to do with your Time while you wait in line.txt
- Lose the Laziness Five Can Do Tasks to Set your Goals in Motion.txt
- Motivation Magic Five Time Management Tips to Complete your Goals.txt
- No Time for Family Schedule Them in and.txt
- Organize your Time Ten Little Ways to Make a Big Impact on your Day.txt
- Paper Trails Why You Should Always Write Things Down.txt
- Plan an Agenda - Make the Most of your Meetings.txt
- Plan with Purpose How Planning Ahead Maximizes your Time.txt
- Power Planner Planning Fun Time is crucial to Effective Time Management.txt
- Practice Procrastination Top Three Reasons why not to do it.txt
- Saying No Gets Things Done Five Important Ways to Avoid.txt
- Scheduling Commitments Six Effective Guidelines to Get Things Done.txt
- Soccer Moms Rejoice Kick up your Time Management Skills in Five Easy Steps....
- Stop Stressing Six Ways to Prioritize your Work.txt
- Take Yourself to Task Work in Personal Time in your Schedule.txt
- Ten Time Management Tips to Keep a Smooth-Running Household.txt
- The FAQs of PDAs What You Need to Know when Choosing a.txt
- Time Flies by Three Main Ways to Clip those Wings.txt
- Time Management for New Moms Ten Top Tips to Keep your Sanity.txt
- To Do or Not To Do How to Create Your To-Do List.txt
- To-Do Lists A Psychological Tool to Get Things Done.txt
- Top Five Benefits to Developing a Plan of Action.txt
- Trapped in Time Six Ideas on Making the Most of your Workday.txt
- Work at Home Five Ways to Set Boundaries.txt
- Your Time is Money How much money are you wasting.txt

MANAGE TIME PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #3

Name

- Advantages Of Time Management.txt
- Effective Time Management Training.txt
- Experiential Learning on Time Management Skills.txt
- Free Time Management Tips.txt
- Importance Of Time Management.txt
- Nursing And Time Management.txt
- Personal Time Management Software.txt
- Personal Time Management Tips.txt
- Personal Time Management.txt
- Teaching Time Management Skills.txt
- Time Management 101 - The Basics.txt
- Time Management Activities.txt
- Time Management Courses.txt
- Time Management For Nurses.txt
- Time Management for Parents.txt
- Time Management For Students.txt
- Time Management Games.txt
- Time Management In The Workplace.txt
- Time Management Skills And The Brain.txt
- Time Management Strategies.txt
- Time Management Techniques in Business.txt
- Time Management Tips And Tricks.txt
- Time Management Tools.txt
- Time Management Training.txt
- Why is Time Management so Important.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #4

Name

- 📄 A Brief Time Management Quiz can Reveal Much.txt
- 📄 Baby Steps to Time Management Success.txt
- 📄 Define Time Management for Your Family.txt
- 📄 Developing Time Management Skills.txt
- 📄 Finding the Right Time Management Planner.txt
- 📄 Free Time Management Advice for the Common Man.txt
- 📄 Good Time Management.txt
- 📄 Great Home Time Management Tools.txt
- 📄 Keeping a Time Management Log.txt
- 📄 Maximizing Time Management at Work.txt
- 📄 Personal Benefits from Effective Time Management.txt
- 📄 Poor Time Management.txt
- 📄 Project Time Management Key to Success.txt
- 📄 Stress Time Management for Optimal Results.txt
- 📄 Ten Time Management Tips.txt
- 📄 The Best Time Management Technique for the Work at Home Mom.txt
- 📄 The Importance of Personal Time Management.txt
- 📄 The Relationship between Stress and Time Management.txt
- 📄 The Time Management Process.txt
- 📄 Time Management Activities find Forgotten Time.txt
- 📄 Time Management Curses Prove Simple to Vanquish.txt
- 📄 Time Management Exercise.txt
- 📄 Time Management for Kids.txt
- 📄 Time Management for Parents.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #5

Name

- Essential Time Management Strategies for College Students.txt
- Exploring Common Time Management Barriers.txt
- Get More Time Each Day with Simple Time Management Tips.txt
- Help Your Employees with Time Management.txt
- Implementing the Use of Delegation for Time Management as a Manager.txt
- Increasing Productivity by Using Your Computer for Time Management.txt
- Organization for Time Management.txt
- Staying Successful as a Single Parent by Time Management.txt
- Take Charge of Your Time Management by Organizing Your Work Area.txt
- Teaching Effective Time Management Skills to Homeschooled Students.txt
- Time Management Control by Avoiding Web.txt
- Time Management for the Home Office.txt
- Time Management in Meal Preparations.txt
- Time Management Skills for Freelance Writers.txt
- Time Management Solutions for Quality Assurance Specialists in the Call Center...
- Time Management Techniques for Back to School Preparations.txt
- Time Management Techniques for High School Students.txt
- Time Management Techniques for Procrastinators.txt
- Time Management Techniques for Your Campaign in Dungeons and Dragons.txt
- Time Management Tips for Home Improvement Projects.txt
- Time Management Tips for Kindergarten Teachers.txt
- Time Management Tips for Police Academy Students.txt
- Time Management Tips for Relieving Stress during Holidays.txt
- Time Management Tips for Stay at Home Parents.txt
- Time Management Using Microsoft Excel.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #6

Name

- 5-Reasons-Why-You-Should-Learn-and-Practice-Proper-Time-Management...
- 8-Simple-Steps-to-Improve-Your-Time-Management.txt
- Helpful-Time-Management-Tools.txt
- How-and-Why-You-Should-Play-Time-Management-Games.txt
- How-to-Buy-Time-Management-Software.txt
- How-to-Find-Time-Management-Games.txt
- How-to-Teach-Your-Children-About-Time-Management.txt
- Important-Information-on-Time-Management.txt
- Personal-Time-Management-Tips.txt
- Successful-Time-Management-Techniques.txt
- The-Danger-of-Not-Managing-Your-Time-at-the-Office.txt
- The-Importance-of-Personal-Time-Management.txt
- The-Importance-of-Teaching-Your-Children-About-Time-Management.txt
- The-Importance-of-Time-Management.txt
- The-Importance-of-Time-Management-for-Students.txt
- The-Importance-of-Time-Management-In-the-Workplace.txt
- The-Pros-and-Cons-of-Time-Management-Training-in-the-Workplace.txt
- Time-Management-and-Parents.txt
- Time-Management-Game-for-Kids.txt
- Time-Management-in-the-Workplace-How-to-See-Success.txt
- Time-Management-Software-in-the-Workplace-Is-It-Worth-the-Cost.txt
- Time-Management-Tips-for-Students.txt
- Time-Management-Tips-to-Help-You-See-Success.txt
- Time-Management-Training-What-It-Entails.txt
- What-To-Do-With-Employees-Who-Dont-Properly-Manage-Their-Time.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #7

Name

- Definition of time management.txt
- Do not waste time for time management.txt
- Gaining control with time management.txt
- Goal setting with time management.txt
- Good suggestions for managing your time well.txt
- How to achieve more with your time management.txt
- How to find out about time management.txt
- How to find time to learn time management.txt
- How to make To Do lists with time management.txt
- How to manage your time.txt
- Simple techniques to manage time.txt
- Stop procrastinating with time management.txt
- Symptoms of having poor time management.txt
- Time management and work.txt
- Time management for a vacation.txt
- Time management for being more promotable.txt
- Time management for high school students.txt
- Time management for home.txt
- Tips on time management.txt
- Use time management to improve co.txt
- Using time management at home.txt
- Using time management to get organized.txt
- What is Time management.txt
- Why time management is import.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #8

Name

- Time Management for Working Mothers.txt
- Time Management for Working People.txt
- Time management games.txt
- Time management help.txt
- Time management resources.txt
- Time Management Skills and Single Parent Resources.txt
- Time Management Skills Training for the Work at Home Mom.txt
- Time management software.txt
- Time Management Statistics for Companies.txt
- Time management story.txt
- Time management system.txt
- Time management theory.txt
- Time Management Tips for Busy Moms.txt
- Time management tips for young families.txt
- Time management tips free.txt
- Tips for Time Management in the Workplace.txt
- Use a Time Management Sheet for Academic Success.txt
- Using Time Management Effectively Brings Big Rewards.txt
- WAHM time management.txt
- WAHM time organization.txt
- Women and Time Management.txt
- Work at home organization techniques.txt
- Work at home time management.txt
- Work at home time organization.txt
- Working at home time management.txt
- Your Calendar is the Best Time Management Tool.txt

TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #9

Name

- calendar_time_management_students.txt
- college_management_skill_student_time.txt
- college_student_and_time_management_and_new_friends.txt
- college_student_and_time_mangement_tip.txt
- college_student_time_management.txt
- college_student_tips_for_time_management.txt
- college_students_and_time_management.txt
- college_students_time_management_skills_research.txt
- college_time_management.txt
- effective_time_management_for_college_students.txt
- JG-activity_college_management_student_time.txt
- JG-calendar_time_management_students.txt
- management_school_student_time.txt
- nontraditional_student_and_time_management.txt
- self_discipline_for_student_study_and_time_management.txt
- student_time_management.txt
- student_time_management_sucess_percentages.txt
- student_time_management_tips.txt
- students_time_management_tips.txt
- teaching_time_management_to_students.txt
- teaching_time_management_to_students_with_disabilities.txt
- time_and_management_and_article_and_students.txt
- time_management+_students.txt
- time_management_activities_for_high_school_students.txt
- time_management_among_college_students.txt

STUDENT TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #10

Name

- time_management_college.txt
- time_management_college_student.txt
- time_management_for_college.txt
- time_management_for_college_athletes.txt
- time_management_for_college_student.txt
- time_management_for_college_students.txt
- time_management_for_high_school_students.txt
- time_management_for_nursing_students.txt
- time_management_for_student.txt
- time_management_for_student_athletes.txt
- time_management_for_students.txt
- time_management_for_the_student.txt
- time_management_for_university_students.txt
- time_management_in_college.txt
- time_management_list_of_adult_student.txt
- time_management_of_adult_students.txt
- time_management_sheet_student.txt
- time_management_simulations_for_high_school_students.txt
- time_management_skills_&_secondary_stage_students.txt
- time_management_skills_for_students.txt
- time_management_student.txt
- time_management_students.txt
- time_management_students_graphic_organizer.txt
- time_management_techniques_for_nursing_students.txt
- time_management_tips_for_graduate_students.txt

STUDENT TIME MANAGEMENT PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

Plr article pack #11

Name

- Don't let procrastination keep you down.txt
- Enthusiasm--The best weapon in the war against procrastination.txt
- How a positive attitude can help you overcome procrastination.txt
- How conquering procrastination can help you reduce stress.txt
- How planning can help you conquer procrastination.txt
- How to beat procrastination--Face your fear and do it anyway.txt
- How to beat procrastination--Stop gathering information!.txt
- How to defeat procrastination and get the most out of life.txt
- How to defeat procrastination--Believe you can.txt
- How to overcome procrastination--Accept responsibility.txt
- How to overcome procrastination--It all depends on you.txt
- How to overcome procrastination--Just do it!.txt
- How to overcome procrastination--Set daily goals.txt
- How to take charge of your life--No more procrastination.txt
- Increasing your energy can help you defeat procrastination.txt
- No more excuses--How to overcome procrastination today.txt
- Overcome procrastination and start living a richer life today.txt
- The best cure for procrastination--Your vision.txt
- There's only one way to defeat procrastination--Do something!.txt
- Time--Your most valuable asset in the war against procrastination.txt
- Tips for overcoming procrastination--Raise your expectations.txt
- Tips for students who want to overcome procrastination.txt
- Tired of putting things off--Put an end to procrastination today.txt
- Why you need an action plan to defeat procrastination.txt
- Win the war against procrastination--The battle begins in your mind.txt

PROCRASTINATION PLR ARTICLE PACK



TIME MANAGEMENT PROFIT PACK

PLR article pack #12

Name

- 3 Activities That Almost Everyone Procrastinates On, Are You One Of Them.txt
- 3 Self Empowerment Techniques To Help You Beat Procrastination.txt
- A Burning Desire The Key To Taking Action Against Procrastination.txt
- A Simple & Effective Way To End Procrastination & Help You Get Moving.txt
- Are You A Procrastinator Find Out Now....txt
- Fear Of Failure The Leading Cause Of Procrastination.txt
- How To Kill Procrastination By Using A Pen & Paper.txt
- Procrastination An Unfortunate Way Of Life For Many People.txt
- Procrastination Is A Terrible Habit, But Can It Actually Be A Good Thing...txt
- Why Do We Procrastinate.txt

**STOP
PROCRASTINATING
PLR ARTICLE
PACK**



TIME MANAGEMENT PROFIT PACK

Plr article pack #13



Name

- 5 Tips To Maximizing Your Efficiency.txt
- General tips on how to save time.txt
- How Goal Setting Adds Hours To Your Workweek.txt
- How To Create More Time Out of Thin Air.txt
- How To Identify Time Wasting Habits.txt
- How to manage your time using notes.txt
- Proper time management tips.txt
- Save time on emails.txt
- Save time shopping by browsing online.txt
- Slay The Procrastination Monster.txt

**CREATE
MORE TIME
PLR ARTICLE PACK**

TIME MANAGEMENT PROFIT PACK