

The Secret of Managing Your Time

Have you ever said that “I wish I had more time” or “I just ran out of time” to do something. Having “enough” time to do something is usually something that you have control over.

When we say that we don’t have enough time to do something, what we are really saying is that we did not spend our time wisely. Instead of just “doing it”, we spent most of our time worrying about whether we *got it right, our need to get it right, can’t get it right, don’t know what to do, it’s all too much, or it’s all hopeless*. Or, we may be trying to get a specific result that is not possible given the constraints that we have imposed on ourselves.

For example: baking a cake takes an hour. We have only allocated half an hour to bake the cake. The results of baking a cake for half an hour is different from baking it for the full hour. If we expect to see the results of a one hour baked cake, but only spend half an hour baking it, then we will be disappointed.

The secret of time management is to focus on the task at hand and not let extraneous thoughts, emotions or actions sidetrack you. Like a marathon race, it is not how fast you get out of the starting block, but how you manage your time, one step at a time. The secret is moving from point A to point B in a brisk and timely fashion, each step the same as the last.. This can only be accomplished if you focus on the task at hand and not waste your energies spinning with reasons why you can’t do it.