



# Meaning & Purpose™

*Designing and living your best life ... one step at a time.*

January/February 2004

Volume 1, Issue 3

## THE GIFT OF TIME:

### *Making the Most of Yours*

#### INSIDE THIS ISSUE:

Editor's Note .....	2
Master Planning .....	3
<i>Yanique Redwood-Jones</i>	
Time Zappers .....	4
Self-Management .....	5
<i>Holly Uverity</i>	
To-Do or Not To-Do .....	6
Act Now! .....	7
Expert Spotlight .....	8
<i>Maria Gracia</i>	
Nourish Your Mind, Nurture Your Soul .....	9
Found Time .....	10
Coach's Corner .....	10
<i>Pam Woods</i>	
Toward the Dream .....	11
<i>Diane Pelto</i>	
The Final Note .....	12

**I** MAGINE A DAY during your typical week in which you have no watch, no clocks, no physical concept of time. From the moment you awaken until you settle in for bed, you have no idea what hour or minute of the day it is. How do you feel?

For some, this thought is liberating. For many, it's altogether frightening. With appointments to keep, meetings to attend, carpools to arrange – it's no wonder we often feel controlled by our watches.

An ongoing debate continues in our society regarding the "good life": is it better to live a calm, simple life or an active, highly productive one? No one-size-fits-all answer exists. This much is true, though: we cannot save time (sorry, 24 hours each day, no carryover!), control time, nor create more time without making changes. Fortunately, we can work with time to ensure we are getting the most from ours. And with the right attitude and the helpful hints found inside this issue of *Meaning & Purpose*, we can gain more from the gift of time than we ever thought possible. ✨

#### **S-T-R-E-T-C-H** Your Time

- Avoid high-traffic times of day to visit the bank, buy groceries, or conduct other routine errands.
- Schedule quiet, focused time for yourself each day.
- Increase your fees or negotiate a raise. This may allow you to work fewer hours without compromising your financial health.
- Learn to skim articles or to speed-read.
- Organize your space to increase your productivity.
- Decrease the amount of special-care clothing (dry clean only, hand wash, requires ironing) in your wardrobe.
- Avoid running to the store for just one or two items.
- Determine what might be high-maintenance and consider simplifying. This might be your cooking system, your commute, even your hairstyle.
- Look for shortcuts whenever feasible.
- Plan ahead.



## Found Time



We've all been awarded the gift of "found time": waiting at the doctor's office, being put on hold during a telephone call, experiencing a plane delay. Rather than fuming about all the time you're "wasting" or "losing," why not put it to good use? Make a list of all the things you can do if you have a spare five or ten minutes, then carry the list in your planner or handbag. Below are some examples to get you started.

### What I Can Do With Five Free Minutes

- Schedule an appointment
- Write a thank you note
- Update my to-do or shopping list
- Check my voicemail messages
- Make a party guest list
- Browse a mail-order catalog
- Make a reservation
- Return a phone call
- Relax, meditate, savor the moment

### What I Can Do With Ten Free Minutes

- Read a magazine article
- Edit a report
- Write a birthday card or letter
- Fold a load of laundry
- Chat with someone nearby (network!)
- Practice focused breathing exercises
- Write in my journal
- Straighten an area of my desk, wallet, or purse
- Relax, meditate, savor the moment

## CORNER

### COACH'S

*The main reason I feel stressed about time is that I feel like I have to do everything myself - otherwise it a) won't get done or b) won't get done RIGHT. How can I move past this, at work and at home?*

Feeling compelled to do everything yourself isn't a sustainable or rewarding strategy. It's a need to control for fear that the world will come tumbling down if things aren't perfect...but it won't. You can overcome this challenge by choosing thoughtfully. My advice to you is to adopt a priority approach to choosing the things that warrant your personal and professional attention. In taking this action you will have more of what you want and less of what you don't want. Here's how:

#### **Simplify.**

Eliminate commitments, routines and activities you've outgrown and say "no" to things you really don't have to do. Saying NO to something that you aren't interested in doing is saying YES to creating more time for yourself.

#### **Plan time for your life and work goals.**

How do you want to be remembered when you're 80 years old? What do you want to accomplish in the next year? Put each list in priority order with the most important goals at the top. Record the top goals from each category on your calendar.

#### **Pursue activities you enjoy.**

Make and prioritize a list and fill in the open spaces on your calendar with the highest priority items. If you still have activities left over when your calendar is full, determine what you can delegate, outsource, do another time or eliminate.

Choose the life you want to live.



*Pam N. Woods launched her coaching business, Smart WorkLife Solutions, in 2001 after more than twenty years of corporate experience. She is a Coach U. graduate and serves managers, business owners and professionals. Selected as one of "The World's Greatest Business Mentors," Pam will write a chapter for a book of the same name, planned for release this month. Pam can be reached at (515) 225-2479, [www.worklifecoach.com](http://www.worklifecoach.com) or [pnw@worklifecoach.com](mailto:pnw@worklifecoach.com).*

## YOUR Comments

I felt like this was written especially for me. It was realistic, applicable and achievable. I'm impressed and am looking forward to upcoming issues. I'd like to share a time management observation: It's great to realize how much you can accomplish when you have even 15 minutes to spend - unload the dishwasher, make a grocery list, or organize your sewing table. I guess just getting at something instead of waiting until you have time to do it all. Just a thought!

— CAROL G., TAMARACK, MN

I received my issue of your lovely newsletter on Saturday. I cannot thank you enough for the wonderful article highlighting my business and all the terrific information the newsletter provided. The publication is well-organized, informative and beautifully designed. I will be subscribing, and thank you for the privilege and honor of being your first expert!

— MARY S., AMES, IA

*Editor's Note: You can find Mary's interview in the Expert Spotlight section of the Premiere Edition (Sept/Oct, 2003) of Meaning & Purpose.*

Fantastic job! Nice publication, great layout and graphic design. I am anxious to see more!

— TOM R., VIA EMAIL

*Editor's Note: Thanks to all who wrote in to say how much you appreciated the Organizing For The Holidays info-pack (special mailer for subscribers). We're glad the tips were useful and appreciate the additional ones you've offered as well!*