

manage commitments not time

manage your commitments and
your time will manage itself

**The bad news is time flies.
The good news is you're the pilot."**

– Michael Altshuler

One of the biggest complaints I hear from my clients is that they don't have enough time. Are you also one of those people who wish they could squeeze out another hour out of every day? Well, let me tell you how you can have more time.

When I tell my clients they are the pilots and they do have the power to manage their lives, they look at me as if I'm speaking a foreign language. Time can be our worst enemy and we often shoot ourselves in the foot on a regular basis.

Everybody gets the same amount of hours in every day. That's not the culprit in trying to squeeze everything in. The problem is what you're doing with those 24 hours. Time management processes are a great way to become more efficient at handling tasks. However, it is not a great way when you use it to beat yourself up because you can't get everything done. There's nothing wrong with you if you can't complete everything you want to get done in a single 24 hours.

Being just overcommitted. You say 'yes' more times than you say 'no' – that is the biggest problem in a nutshell.

When trying to manage time and instead start managing your commitments. When you manage your commitments, you are not as likely to get sidetracked by what I call the 'bright shiny object syndrome.'

Women in particular want to nurture and serve others. However, this is like a double-edged sword because we try to please everybody else at the expense of our own needs. We're so busy trying to make everyone else happy that we totally ignore our own wants and desires.

Here are three concrete steps to making sure you make every minute of every hour count.

1. Set your intentions for the day so that you are clear about where you're going and what you want to get done. By being concise and realistic about the items on your 'to do' list, you'll be able to accomplish more during the day. Failing to prioritize the top 10 things you need to finish sets you

2. Think before you commit. How many times do you say 'yes' to others and five minutes later you wish you would have said 'no?' In all probability you realized that you weren't clear about the expectations and you bit off more than you could chew. This leads to guilt, resentment, and being out of integrity with yourself. Stop and check in with yourself before you commit to doing something for someone else.

3. Leave room for breakdowns. Stuff happens and emergencies do occur. The problem is when these setbacks happen, we let it ruin our whole day. Handle the breakdown and get back to where you were going in the first place.

The object of the game is not to fill up your day and become a workaholic. It's to fill your day with tasks that are in keeping with your intentions, your core values and what matters most to you in your personal and professional life.

When you start managing your life out of your commitments, you'll be permeated with more peace, passion, purpose and productivity, without being overwhelmed, and more results.

Cookie Tuminello, also known as *'THE Team Builder of the South'* is an empowering CEO's, managers, business owners, and team members and igniting productivity since 1999. To find out more about this savvy and successful coach, get her free Report *'50 Ways To Take Power Back Now'* and receive weekly Coffee With Cookie success you can visit www.CookieTuminello.com.



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