

Time Management... But I Just Don't Have The Time!

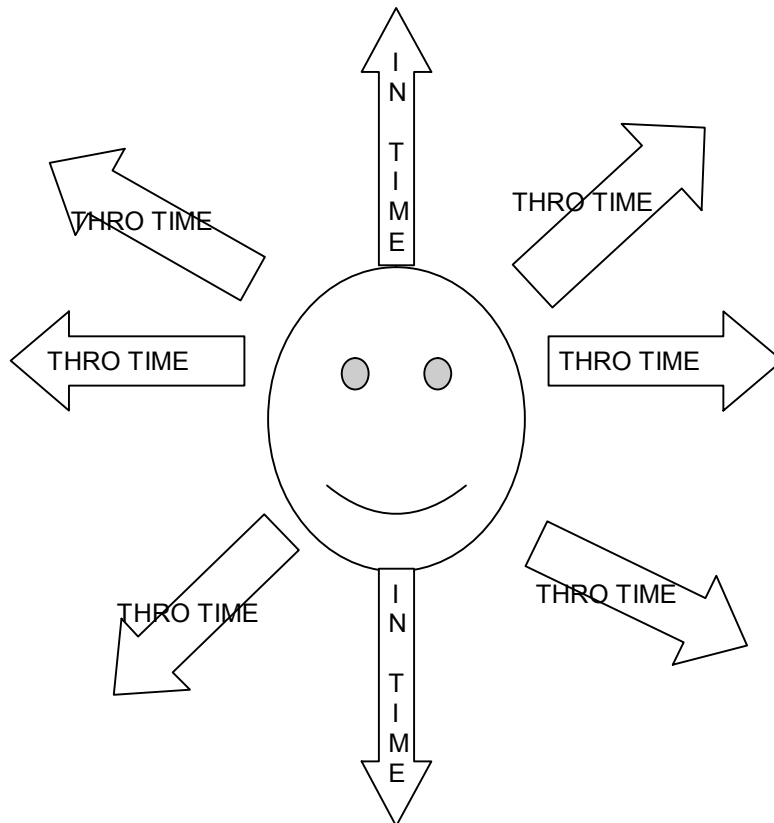
Time management isn't just about being able to turn up to an appointment on time; there are three fundamental components:

1. **Attitude** i.e. is the glass half full or half empty?
2. **Systems** of work e.g. how you manage a project or your paperwork
3. **Methods** of work e.g. how or whether you delegate!

If you have ever wondered why you struggle to turn up to an appointment on time and why other people are able to arrive on time consistently, you might find the activity and explanation that follows quite interesting:

Activity:

1. Think of a past memory and point to the direction where you get a sense of that memory, then mark it on the diagram below
2. Think of a future event and point to the direction where you get a sense of that memory, then mark it on the diagram below
3. Join a line between the past and future to reveal your time line!



Explanation:

The descriptions below are obviously generalisations, but for the purpose of this exercise, see which fits with you best, taking into account your time line which you have just elicited:

In Time People:

- Have their time line **running through** their body with the future in front of them and the past behind them
- Tend to be in the here and now
- Are not aware of time passing and therefore can be late to appointments
- Like to go with the flow
- Don't naturally plan
- Avoid deadlines and generally miss them
- Find it easier to let go of the past

Through Time People:

- Have their time line **outside** their body and in front of them, with the past located in one direction and future in another.
- Are not fully associated in the here and now
- Learn well from past events, although sometimes find it hard to let go of grievances from the past
- Are good organisers
- Place high value on being on time
- Are aware of time passing
- Tend to plan ahead
- Are aware of deadlines and are good at hitting them

If you would like to become an effective time manager, why not enrol on our Time Management course, £125 + VAT on 30th November 2006?

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