



WE DO NOT MANAGE TIME



We have time to do what is important to us. After all, there are only 24 hours a day.

by PIERRETTE DESROSIERS, M. Ps.,
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Marc is running out of steam: *"I'd need eight days a week."* He feels like a dog chasing its tail. He is dissatisfied and feels he will never finish all there is to do. His wife and kids also feel a lack. *"He's never there for us."* Does this story sound familiar?

What would you do with an eighth day in the week? I asked some of you this and here is what you told me: *"I'd make more time for me and my kids."* *"I'd exercise."* *"I'd have leisure activities."* *"I'd rest."* *"I'd cook great food."* *"I'd take music classes."*

Well, no! With an extra day per week, you would only do more of what you have been doing. People who succeed in doing the things they enjoy, who do not feel constrained by time, do not have an eighth day. They have simply decided on their priorities.

The problem is that we do not take the time to establish what is truly important to us. When everything is important, nothing really is. When we have 100 priorities, we have none. Our priorities have to relate to our core values. What matters most to me?

Some producers ask me for "tips" for better time management. We do not manage time; we can only manage our use of time.

We often say, "I don't have time for X." It would be more correct to say, "I don't make time for X because I've decided to do Y." We have time for what truly matters to us. The proof? If one of your children or your spouse had an accident or illness, would you find the time to go to the hospital for days, or even weeks? For most of us, of course we would. Why? Because this would become "THE PRIORITY." You would postpone all meetings, be a bit less zealous about housework, say no to fixed-price contracts and have different production goals. In short, you would find the necessary time.

To manage my time, I must:

- ❖ Identify my true values. In what area do I invest my time, energy and money? This says what is truly important to me.
- ❖ Revisit and question my values, if necessary. What will truly make me proudest at the end of my life? Am I investing in the right area? Do I balance work, family, spouse, as well as my social, personal and spiritual lives?
- ❖ Be aware of how I really spend my time. (Keeping an agenda for a few weeks will help you track how you spend your time.)



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- ❖ Identify my time “robbers”: inability to say no, being out of shape, procrastinating, never looking before I leap.
- ❖ Set maximum work hours for myself and force myself to respect them.
- ❖ Stop looking for culprits. I choose to do this, or not; I am responsible for my choices.
- ❖ Be realistic. I cannot do it all, nor do I have to.

Finally, remember that “the cemetery is full of people who thought they were irreplaceable.”

Comments or suggestions? Please contact Pierrette Desrosiers.

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