

## 7 Simple Steps to Get More Out of Your Day

Would you like to get more out of your day? This article provides 7 simple steps to get the most out of the time you have.

Let's face it - time is probably our greatest resource. We never seem to have enough of it and it seems to pass so quickly. Well we won't get any more of it and we can't slow it down.

What we can do is make the most of the time we have. Here are some simple steps you can take to get the most out of your day.

- 1) Plan your day the night before - At the end of each day write out all the things you need to do the following day to achieve your goals. Pull together all the information you'll need, phone numbers and relevant paperwork.
- 2) Priorities the list - Number each item and do the nasty jobs first. There's always the temptation to do the easy jobs first. However, think how the thought of doing the nasty jobs hangs over you as you do the easy stuff. Think how good you'll feel when the nasties are out of the way and how motivated you'll feel.
- 3) Stick to your list - Tick off each item as you go and don't let yourself be distracted. The temptation is to handle the telephone and e-mails as they come in. The phone is hard to ignore but you could always pull out the plug and let it go to voice mail and switch off the email program. Make an agreement with yourself to check for messages every two hours or so.
- 4) Remember the Three "D's" - Do it, Delegate it or Dump it. Handle each piece of paper only once. Either do something about it now, delegate it to someone else or chuck it in the trash. And remember - "Only do it if only you can do it." 5. Don't procrastinate - Procrastination really is the "Thief of Time" It's so easy to put things off till another time or till "I've had time to think about it." DO IT NOW!
- 6) Plan your leisure time - Take up activities that need you to be at a certain place at a certain time. Instead of just "going to the gym," book a fitness class or an appointment with a personal trainer.
- 7) Be honest with yourself - Keep asking - "Is what I'm doing now getting me to where I want to get to?" if the answer is "no," change what you're doing.

This is the easiest way to more out of your day and more out of your life.