



**How to remedy not having enough time:
6 keys to Making the Most of the Time You Have**

Key 1: Use the 48 hour rule. Don't make any time commitments until you have thought about it for at least 48 hours. Gather all the information you need; spend time thinking through it completely; and consider how it is going to impact your life, work and family. Only after you have done these things, do you make a commitment if it seems to fit.

Key 2: Get clear on what your “big rocks” are. “Big rocks” are those things that are most important to you. (For example, spending time with family, producing quality work and taking care of your health.) Knowing what is truly important to you is critical. Once you are clear on what your “big rocks” are, be sure that activities associates with them fit into your schedule first, before everything else. (A great story about “big rocks” can be found at <http://www.learningfountain.com/bigrocks.htm>)

Key 3: Work smarter not harder. Step back and consider how you could do things better. Staying busy just “getting things done” without taking stock in what you are doing and how you are doing it, can easily lead to nowhere. Spend time discovering how to work smarter not harder. This can only be achieved by taking time to process what you are doing and come up with better ways to do it.

Key 4: Avoid paralysis by analysis. Although looking at what you are doing and considering how you can do it better (see Key 3) can be very helpful, you don't want to fall into the trap of overthinking every action you take. This kind of analysis can keep you from taking action. After you have reasonably considered a move – TAKE IT.

Key 5: Make down time productive time. Use those inconvenient chunks of time (waiting in the doctor's office, getting your car worked on, waiting to pick your child up from



school) in ways that will help you achieve your goals. See this time as full of possibilities rather than time wasted. Always be prepared to use these bits of time, and remember every small task can be moving you in the right direction if you let it.

Key 6: Keep an attitude of gratitude. Getting your mind clear and focused on what you are grateful for can pay off in many ways. A mindset of gratitude is a direct route to a positive outlook, and this in turn can give you more energy and enthusiasm in how you use your time. Try it. The results can be very surprising. (A tool to help with this one can be found on my site www.mcleaninternational.com/my_gratitude_journal)

Now, be sure to let me know which key you will be using for the next 30 days. Once you have mastered one, return to the list to take on another.

Using your 24 hours each day in a strategic and well spent way will separate you for those who are just “too busy” to make any changes.

To your success!