

MAKE THE MOST OF YOUR DAY! by Paul J. Meyer

When was the last time you complained that you had too much time on your hands? You probably cannot remember that far back. The truth is that most of us cannot squeeze into a 24-hour period all the items written on our daily planners. A common mistake most people make is to attempt to find time instead of make time!

How do you MAKE time?

FIRST, define your most important goals:

A burning desire to reach a specific goal motivates you to make time to take the required actions.

Write down specifically how you will use extra time. Will you spend it making personal calls, three-way calls, attending training meetings, making new contacts?

SECOND, chart your time:

Note how you spend each hour. Most time is wasted, not in hours, but in minutes. A bucket with a small hole in the bottom becomes just as empty as the one that is deliberately kicked over.

THIRD, organize your time to plug the time leaks:

Assume the attitude that every minute that does not work for you, works against you.

To make the most of your time, try these proven time savers:

► Examine the usual daily interruptions. See how many you can eliminate immediately, screen out, or delegate. Set aside a specific time for phoning people on your prospect list, making presentations, keeping up with the detail part of the job, attending training meetings, reading and sending emails and phone calls. These designated time blocks do not always work; emergencies occur, demanding flexibility in scheduling. But when you have a plan for organizing and investing your time, that extra hour of time each day will be available.

► Analyze your energy cycle. Determine when you tend to be at your best physically and mentally. Schedule challenging tasks during those times of peak performance and you will accomplish more in less time. I have more energy in the morning hours than I do in the afternoon hours, so I have always made the majority of my phone calls for sales appointments first thing in the morning. For some people it is just the opposite. They are evening people and work better in the evenings.

► Think about time the way you think about money. The more wisely you invest time, the greater the yield. Before you invest time in a given activity, ask yourself, "Is there something more profitable I could be doing?" And remember, making face-to-face contacts and presentations will ALWAYS be the most profitable thing you can do!

Make the most of your life by making the most of every minute, every hour and every day!