

The Power of Time

Timing is Everything
 By Garrett Hedlund

You can call it fate
 Or destiny
 Sometimes it really seems like it's a mystery
 It can happen so fast
 Or a little too late
 Timing is everything

When you commit to your dream, the right person in the right situation will be there. Sometimes it's the right person but the wrong time. Other times it's the right time but the wrong person. So, *Timing is everything. When you are ready to make it happen, it will, and for the right reasons.*

Find people who will buy into your dream and help you achieve it. It is a strength to share your writing talent with others. Surround yourself with people who are willing to communicate with you candidly and give you the support you need. Consider including family, business associates, and friends. Endure and be ready, you'll find a way.

What time do we have? *Time and Tides Wait for no Person.* (Various sources)

Each morning you are given 86,400 seconds as a gift of life for that day.

When you go to sleep at night, any remaining time is not credited to your account.

What you haven't used that day is forever lost. Yesterday is forever gone.

Each morning the account is refilled, but the time bank can dissolve your account at any time.

What will YOU do with your 86,400 seconds today?

Let's discuss the difference between effectiveness and efficiency related to our use of time.. We must be effective (do the right thing) before we need to be efficient (do it the right way). Choose a time management system that will help you become more effective and then work on becoming efficient. Focus on substance rather than form. Be sure you schedule the activities that will help achieve your desired outcomes.

Covey's time management system is a good system to help you become more effective. You won't always need to reduce your plan to writing. You can keep the key concepts in the forefront of your mind as you plan your day. Here is the essence of his concept. with samples of tasks grouped into four quadrants.

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none"> > Crises > Pressing problems > Firefighting > Major scrap and rework > Deadline-driven projects <p>Stress</p>	II <ul style="list-style-type: none"> > Prevention > <i>Production capability</i> activities > Relationship building > Recognizing new opportunities > Planning <p>Growth</p>
Not Important	III <ul style="list-style-type: none"> > Interruptions > Some calls > Some mail > Some reports > Some meetings > Proximate pressing matters <p>Reactive</p>	IV <ul style="list-style-type: none"> > Trivia > Busywork > Some mail > Some phone calls > Time-wasters > Pleasant activities <p>Waste</p>

Quadrant I (Important and Urgent) typically has tasks that can create stress and usually imposed on us by someone else.

Quadrant II (Important and Not Urgent) has tasks that will promote growth and are proactive.

Quadrant III (Unimportant and Urgent) has tasks that can be delegated to others.

Quadrant IV (Not Important and Not Urgent) has tasks that are just a waste of time.

Okay, be honest. How much time do you spend in each quadrant What quadrant should you be spending your time on? Right, Quadrant II.

Your tasks may fall in different quadrants depending on your personal preferences. Focus your time and attention on those tasks that will promote growth. Those should be your desired outcomes.

Click Image



Realize your dream, read [Soar Without Limits](#). [Email](#) us and tell us how we can propel you on your journey.