

Managing Your Time

It is important to have structures in place to help you deal with your workload. Consider using the following to help you meet your time management goals. Rank on a scale from 1 to 10 how likely you are to take action on any of the following (10 being extremely likely):

- ___ Visualize your results (Really imagine what you want for you and your practice.)
- ___ Believe in yourself (Trust that you have the skills and knowledge to accomplish what you set out to accomplish.)
- ___ Use affirmations (Affirmations are statements of belief that what you want to happen is already true. For example: *I am working with my ideal clients. I have all the great clients I want and need.*)
- ___ Check in with your core values (Notice whether you are in alignment with your values in the actions you are taking.)
- ___ Check in with your mission statement
- ___ Work with a buddy (Work with a co-worker or friend to create accountability and motivation in reaching your goals.)
- ___ Work with a professional, such as a coach (Use the professional's expertise to help you understand what might be holding you back.)
- ___ Maintain discipline (Just do it!)
- ___ Use penalties (Give money to an organization you don't like when you fail to do something you say you will do.)
- ___ Use rewards (Give your self something you want when you succeed.)
- ___ Manage your procrastination. (See the following section for ways to do that.)
- ___ Use your calendar (Block out time for marketing activities or unexpected projects.)
- ___ Use tools like timers, colored paper, 3 x 5 cards or sticky notes

Procrastination

Consider whether any of these reasons are reasons you procrastinate. On a scale of 1 – 10, with 10 being that you absolutely are guilty of doing this, how do you rate yourself?

- ___ You are trying to do too much.
- ___ You don't know what to do or how. This usually means you need to do some research.
- ___ Your standard is too high. Perfectionism holds you back.
- ___ You choose to do other things. You are saying "yes" to other things.
- ___ You are not convinced of the benefits.
- ___ You are not committed to the matter.
- ___ You have some belief that is getting in the way. (*"I can't do this."*)
- ___ You are afraid you will fail. Raise your consciousness about your fears.

Then consider these options for defeating or managing procrastination. The following ideas may help you take action on what you have been procrastinating. Rank on a scale from 1 to 10 how likely you are to do any of these things (10 being extremely likely).

- ___ Break the objective down into small steps.
- ___ Choose the first easy step you can take and get started. Action leads to further action.
- ___ Do the hard thing first.
- ___ Find out what you need to know. Do the background research.
- ___ Be realistic. Let perfectionism go.
- ___ Remove it from your "to do list" because you don't really want to do this thing at all.
- ___ Delegate the matter to someone else.
- ___ Hire someone else to handle the matter.
- ___ Notice the critical self-talk and stop wasting energy.
- ___ If the way you think you should do this has not worked so far, come up with something else. Compare what works in handling others matters.

- ___ Fire clients.
- ___ Say “no” to something else.
- ___ Schedule time in your calendar.
- ___ Take a deep breath and start.
- ___ Set deadlines that you share with someone.
- ___ Stop or don’t do this thing, if doing it results in your not being in alignment with your values.
- ___ Stop or don’t do this thing, if doing it results in your not being in alignment with your personal mission statement.

Noticing Fear

How does fear keep you from your goals? On a scale of 1 – 10, with 10 being you absolutely won’t do something for fear of this, how likely are the following to stop you from doing things

- ___ Making mistakes
- ___ Losing respect
- ___ Being rejected
- ___ Being embarrassed
- ___ Making a bad decision
- ___ Because you are uncomfortable asking for what you want
- ___ Not knowing enough
- ___ Looking as if you are desperate
- ___ Doing something you have never done before
- ___ Talking with someone you don’t know
- ___ Losing your job
- ___ Losing a client