

## **Are you a watch watcher?**

How many times a day would you say you look at your watch? How about that clock in your office or the one on the microwave? In today's harried society we are constantly "watching the clock." What do we hope to gain by watching it? Unfortunately many of us fall into this trap. We have allowed the world to convince us that wearing a watch and watching the time helps us become more productive and efficient. Becoming slave to the watch only entices us into buying more decorative wrist adornments; not accomplishing the items on our to do list.

The root of this problem lies with the choices we make every minute of the day. We choose to hit the snooze button. We choose to stay out later than we should. We choose to watch TV aimlessly each evening. We choose to allow the laundry to pile up past the ceiling. Bottom line; we make choices every day that send us into a frenzy of watch watching! Am I describing you? Do you struggle with this concept of frantic watch watching? If so implement these three tips this week and stop looking at that watch!

**Be more *task minded* and less *time minded*.** Each day actually write down the things you wish to accomplish. It has been proven that people accomplish 86% more if they write down their goals. Begin each day with a plan. When you look at the list of tasks you are more likely to become more efficient in accomplishing each task because you know what lies ahead with additional tasks. Do less watch watching, be less time trapped. Try leaving your watch at home a day or two. The first time it will seem so strange, but before long you won't even miss it. I often use my cell phone as a watch because it will tell me the time if I have a meeting or luncheon, but it is not physically on my body beckoning me to stare at it all day.

**Set proper priorities.** Priorities are the inner beliefs that drive us. Those things that are most important to us. Right now, jot down in the margin of the paper what your top three priorities are. Chances are you listed family, friends, and possibly work. Do your activities and the amount of time you spend with each of these "top priorities" reflect their importance in your life? You must begin to establish what your top priorities are and mold your activities around those. Setting the proper priorities for ourselves gives us the confidence to say no to things that we might say yes to when our priorities are out of line.

**Make better choices.** It is speculated that individuals make over one hundred choices in a given 24 hour period. Those choices directly affect the way you spend your time. By making better choices you can become more task minded and reinforce the top priorities in your life. That may mean you must work through lunch and skip that girls only luncheon with friends if it means leaving the office in time to see your son perform in his first play. Assuming we can do everything leaves us exhausted at the end of the day and often feeling like we accomplished nothing. By making better choices with the blocks of time we are given we maximize the time we have instead of spending so much time watching the clock.

Managing your time is a habit and a life management tool that is vital to each person's success. Are you watching your watch? If so, do not become hypnotized by its ticking and allow it to lessen your effectiveness.