

## *Inspirational Emails*

### **Where's all my time go?**

***There's only one thing we can't replenish - time. Once it's gone - it's gone forever. Value it. Use it sparingly and wisely.***



Most of us feel that **if we only had more time in our day we would be much more productive.** *But how many of us are conscious of how much time we consistently fritter away?*

**Conduct your own personal inventory - how much time do you spend on:** day-dreaming, TV, the internet, computer games, looking at junk mail, idle chatter, gossip, etc.

### **Here are some easy ways to take advantage of the limited time in your day:**

#### *At work (or in civic organizations):*

- Meetings: avoid them or keep them short and "on point"
  - Email, memos, etc.: scan quickly to find vital information
- Keep your phone conversations short and to the point
- Stay away from the water cooler
- Delegate whenever possible



#### *At home:*

- Be mindful of how much time you need to spend "unwinding." We all need to an hour or two before bed - but do you really need 3 or 4 hours?
- Errands - consolidate as many as possible
- The phone - save time and energy: screen your calls!
- Delegate - if you can afford it. If you work for yourself, time is money. If you can pay someone \$50 for a task while you make \$100 - it's a good trade.

***Bottom line: There's only one thing we can't replenish - time. Once it's gone - it's gone forever. Value it. Use it sparingly and wisely.***

by C.V. Doner