

# THE TIME OF YOUR LIFE

By Martin Morales

SOME TIPS AND SUGGESTIONS

## The Person in the Mirror

by Dale Wimbrow, (c) 1934. Adapted by Martin Morales

When you get what you want in your struggle for self,  
And the world makes you King for a day,  
Then go to the mirror and look at yourself,  
And see what that person has to say.

For it isn't your Father, or Mother, or Wife,  
Whose judgement upon you might hide you being a sinner  
The one whose verdict counts most in your life  
Is the one staring back from the mirror.

You may like rugby and enjoy being in the scrum  
And hide in a wonderful lie,  
But the one in the mirror will say you're only a bum  
When you can't look them straight in the eye.

You can fool the whole world down the pathway of years,  
And get pats on the back when people say you're a winner,  
But your final reward will be heartaches and tears  
If you've cheated the one in the mirror.

They're the dude to please, never mind all the rest,  
For they're with you right up till the end,  
Cos you've passed your most dangerous, difficult test  
If the one in the mirror is still your friend.

# Understanding Yourself + Understanding Others = Becoming An Awesome Leader

## The importance of knowing how you think and how you communicate:

**STEP 1:** is realising what, why, when and how you are doing things. What your natural default is. Myers Briggs helps in identifying how you are under pressure.

**STEP 2:** is finding ways to improve key things you believe you wish to change

**STEP 3:** is putting these new ways into action

**STEP 4:** is actually doing these new ways

**STEP 5:** and final step is ensuring these new ways are locked in, practicing these, ensure they are your new default so you never go back to making the original mistakes.

## The importance of knowing how you understand others:

- No-one thinks the same way
- Everyone is an individual
- Understanding this and understanding different personality styles
- Appreciating and respect different approaches is key
- Being alert and aware of how others behave in different ways

1. Have strong values and follow them
2. Manage time as best you can
3. Have balance in your life
4. Find solutions by becoming creative
5. Study the Resilient Factors
6. Improve your communication
7. Have a Vision for Life
8. Do the above with discipline and commitment

= HAPPINESS

# YOUR OWN VALUES

Create 4 key values of your own or pick 4 from the below which you feel are most important to you in life.

- I am faithful
- I have integrity 1.
- I have self-discipline
- Treating others fairly 2.
- I accept myself as I am
- I overcome challenges
- I am respectful to others 3.
- I treat myself with respect
- I am dedicated to my work 4.
- I am honest and trustworthy
- I am to express my spirituality
- I aim to be the best parent I can be
- I have a purpose and meaning in life
- I am patient and considerate of others
- I am to enhance my spiritual awareness
- I believe in taking care of others in need
- I am dependable, reliable and responsible
- I aim to stay healthy physically and emotionally
- I aim to be the best partner I can be to my wife/husband/girlfriend/boyfriend

# LIFE BALANCE CHART

To help you be happier, identify key areas in your life and grade them.

For each area of your life give it a score from 1-10 based on how satisfied you are. 1 is completely dissatisfied and 10 is very satisfied. Fill in a score in every area.

Now draw a line from each score and connect it with the next one. What you will find is a kind of spider's web. The larger and more circular, the better; that's your target. But if there are 2 areas which are low and dragging the circle down, then these are the areas that need your focus to have more balance in your life.

**RELATIONSHIP:** how happy are you with your love relationship?

**FRIENDS:** do you feel you spend enough quality time with friends?

**FAMILY:** do you spend frequent quality time with family?

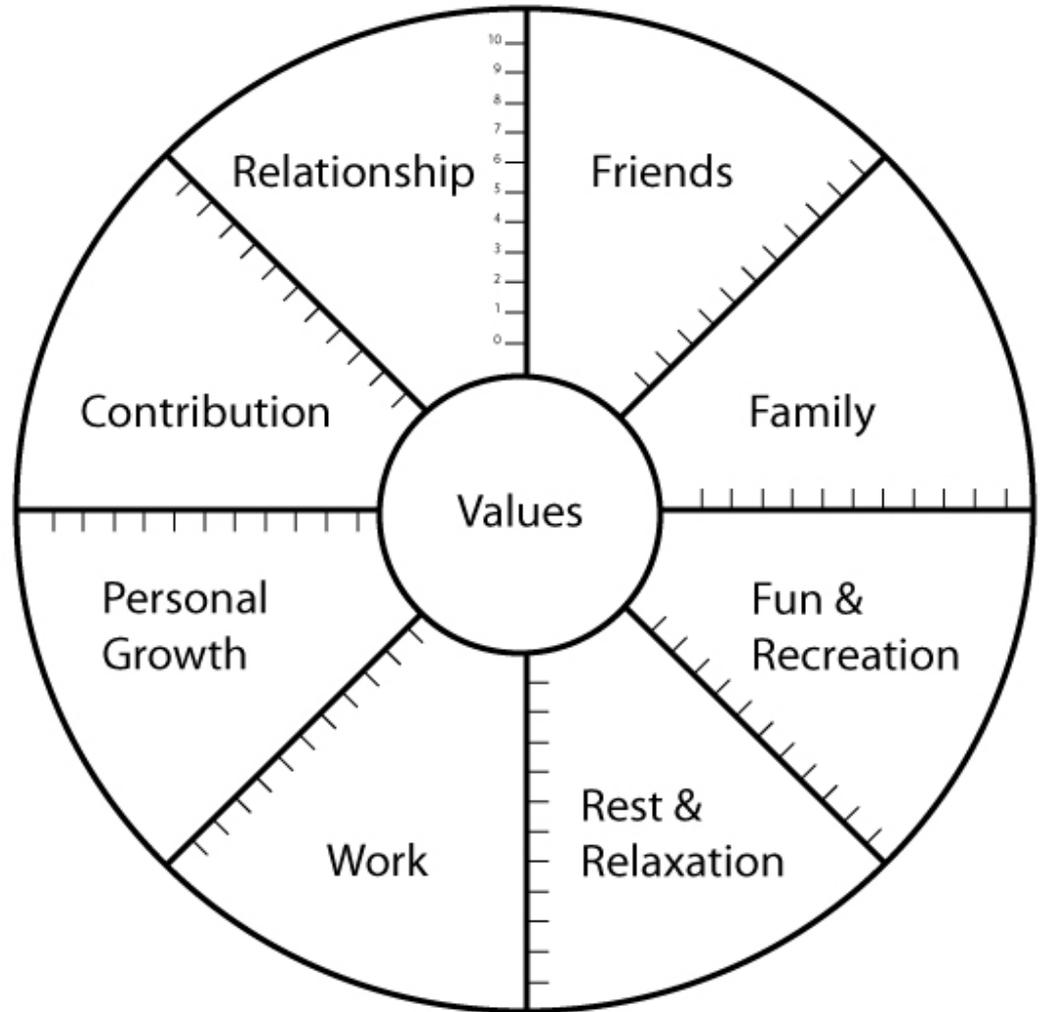
**FUN & RECREATION:** how do you keep fit? or have you any hobbies?

**REST & RELAXATION:** do you sleep well? do you have time to chill?

**WORK:** do you enjoy work and does it fulfil you?

**PERSONAL GROWTH:** what do you do that helps you learn new things regularly?

**CONTRIBUTION:** do you help others regularly? Or are you involved in a charity?



# HOME EXERCISE

Looking at your chart what are your top two areas for improvement?

1.

2.

What 3 things can you do to improve each area:

AREA 1

1.

2.

3.

AREA 2

1.

2.

3.

# HOME EXERCISE

## WRITE A PLAN FOR EACH IMPROVEMENT SOLUTION

1. What is your goal?
2. What will you do to make it happen?
3. How will you measure your success?
4. What help do you need?
5. When will you do this?

## **Get your mind ready in 20 ways:**

- 1 - Stop watching television. Stop answering emails.**
- 2 - Take a 20-minute walk everyday**
- 3 - Write with pen and paper**
- 4 - Have a long silent bath**
- 5 - Dance around the House**
- 6 - Walk in the rain**
- 7 - Make a collage**
- 8 - Make a list of things you love**
- 9 - Write postcards**
- 10 - Get up early and watch the sun rise**
- 11 - Listen to music you've never listened to before.**
- 12 - Eat with your hands**
- 13 - Be quiet**
- 14 - Mediate. Do mindfulness**
- 15 - Take photos**
- 16 - Watch animals at a zoo**
- 17 - Read poetry aloud.**
- 18 - Go see a play or live music**
- 19 - Visit a gallery**
- 20 - Stop watching television**

## 7 Resilient Factors

### 1. CAUSAL ANALYSIS

The ability to comprehensively and accurately identify the causes of a problem – put things into context. Great causal analysis starts with the discipline of noticing and avoiding ‘thinking traps’.

And the thinking traps that interfere most with causal analysis are personalizing and externalizing. If you jump to the conclusion that a problem is your fault, or instead you assume its due to others, you may likely be wrong. The ability to solve problems effectively is rooted in how well we can accurately determine their causes.

From childhood we develop a thinking style for explaining to ourselves why things happen. We call this our ‘why’ style. Our ‘why’ style kicks in automatically in response to events. Sometimes our explanations are correct, but often they are wrong, especially when we don’t have the info we need to assess why a problem has occurred. And if we get the causes wrong, we are unlikely to find a workable solution.

## 7 Resilient Factors

### 2. EMOTION REGULATION

The ability to stay calm under pressure. Becoming more aware of our thinking and its impact on our emotions, is key for Emotional Regulation. Developing Emotional Regulation requires you to:

- Develop the ability to identify the kinds of thinking that lead to negative emotions.
- Identify the negative emotions that get in your way most.
- Consciously engage and modify your thinking to avoid negative, non-resilient reactions.

### 3. IMPULSE CONTROL

The ability to shut out distractions and keep our behaviour under control.

High impulse control helps:

- Avoid acting until you have thought through a situation more carefully
- Deal with situations that you are unhappy with, rather than retreat or rebel
- Listen to what others have to say even if you don't like it, before you react.

### 4. SELF-EFFICACY

A sense of capability and confidence in the world and a belief that we can solve the problems we may experience; our faith in our ability to succeed.

### 5. REALISTIC OPTIMISM

A belief that all things can change for the better and that you can control the direction of your life.

### 6. EMPATHY

The ability to read others' cues to their emotional and psychological states.

### 7. REACHING OUT

The ability to seek out new opportunities, challenges and relationships.

## The Seven Thinking Traps

1. Personalizing:

believing that an event is your responsibility only

2. Externalizing:

believing that an event is not your responsibility at all – blaming others

3. Magnifying and minimizing:

exaggerating the negative aspects of an event and understimating the positives, or (less often), the other way around

4. Overgeneralizing:

forming judgements about the carácter traits of ourselves or of the others without the evidence

5. Mind reading:

assuming that you know what another person is thinking, or expecting them to know what you are thinking

6. Emotional reasoning:

assuming that your emotions are accurate indicators of the nature of an event

7. Catastrophizing:

exaggerating the negative impact of an event, often involving chains of increasingly illogical thoughts about the future.

# Resilience

Think of the one or two most imp people you've admired. In what ways are they resilient?:

What qualities do they have which make them resilient?

How did they become resilient? Were they born that way? Or did their life experiences build their resilience? Or both?

Can you potentially develop these qualities?

**HOME EXERCISE:**

**PRESENT A TOUGH MOMENT IN YOUR WORKING LIFE:**

**PLEASE USE THE BACK OF THIS SHEET AND SEPARATE SHEETS TO ANSWER YOUR QUESTIONS**

1. Why did it happen?
2. What caused it?
3. How did you initially react and how did you feel?
4. How did you resolve it?

More questions overleaf

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5. How did you feel about it after it?

6. If a similar thing happened, how could you apply the subjects we have discussed in our course?

- a. Balance:

- b. Creativity:

- c. Resilience:

- d. Communication: Transactional Analysis and Effective Communication:

## 10 Rules for Effective Communication

**1. Define your objective** - Before you open your mouth, make sure you know why you're doing it. No communication will be effective unless you know what it is you're hoping to achieve by it. Do you want to express your opinion? Discover how your partner thinks and feels about something? Negotiate a compromise on a tricky issue? Discuss ideas to improve your relationship? Or, if you're really honest with yourself, do you just want to let off steam about something? It really doesn't matter what your objective is, as long as you have one and you're open and honest about it. If you want your conversation to effectively reach a goal then you first need to define it and then share it with your partner.

**2. Choose your Timing** - If you're serious about reaching the objective you've set for your conversation, don't ruin your chances of success by ambushing a reluctant partner or choosing a time where either one or both of you are already stressed or tired. Once you've told your partner that you'd like to talk, ask when would be a good time. Make sure you find a time when you'll both be as relaxed as possible, have plenty of time and won't be interrupted.

**3. Stick to the subject** - Once you've finally got round to talking it can be tempting to grab the opportunity to get everything off your chest. The problem with this approach is that what started off as a constructive conversation becomes nothing more than a dumping ground of a rambling list of thoughts, feelings and issues. So, having defined your objective, stick to it and don't bring up anything that's not directly related to the topic in hand. You should also try to keep your conversation in the present and between the two of you. That means not dragging up things from the past or using other people's views and opinions to back up your own. Let your thoughts and feelings stand on their own merit. At the end of the day, the only thing that matters is what the two of you want for your relationship, not what happened in the past or what anyone else thinks.

**4. Don't start sentences with 'You'** - It's amazing how much smoother a conversation can be when you make a few subtle changes to your language. Starting a sentence with 'You' always points a blaming finger and invites a counter attack. Whereas starting with 'I' makes it clear that you're stating your opinion, not a fact and you're owning your feelings rather than blaming your partner. For example, "I'd like you to do more around the house" states a very clear request by you. Whereas saying "You do nothing around the house" is accusatory and gives no indication of the change that you require. Similarly saying something like "I feel angry when you're late" provides a statement of fact and takes responsibility for your feelings. Whereas "You make me angry when you're late" is blaming and is more likely to be met with defensiveness.

**5. Never say never or always** - Unless you want to spend all your time defending your position, ban the words 'always' and 'never' from your vocabulary. Whenever you use a broad generalisation in your argument you're just asking your partner to find the exception to the rule, rather than deal with the issue you're trying to raise. Saying "you're always late" or "You never help" or "I always make the decisions" or "I never get any me time" is provocative and almost certainly untrue. Either change it to something more realistic like "You're often late", "You rarely help" or make sure it's clear that it's your opinion by saying "I feel as though I make all the decisions" or "I don't feel as though I get any me time".

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**6. Watch your should's n shouldn'ts** - Unless you honestly believe you have the right to take the moral high ground and preach to your partner, watch your shoulds 'n' shouldn'ts. Undoubtedly there are some things in life that we all 'should' and 'shouldn't do, like eat a healthy diet and not murder, but most things are purely a matter of opinion. So, rather than inviting an ethical debate, say "I'd like you to...." Or "I think it would be good to...." Rather than "you should..." or "we should...".

**7. Don't interrupt** - Everyone knows it's rude to interrupt but for some reason politeness often flies out of the window when we talk to our partners. Even if you're 100% sure your partner has nothing else worthwhile saying, keep your gob shut and let them finish. Not only might they surprise you by telling you something you didn't know, but hopefully they'll extend the same common courtesy to you when you're waffling on.

**8. Stay Calm** - When people get angry, reason tends to go straight out the window. If you want your communication to be effective you need to make sure your brain isn't being fogged by the dreaded red mist. The best way to stay calm is control what's going on in your body. Make sure you sit in a comfy chair where you can keep your muscles relaxed, breathe deeply and if necessary, count to ten before you start each sentence. Not only will this help to keep you chilled but it will also ensure that your partner doesn't feel intimidated. If your temper is beginning to rise then stop the conversation immediately. Being angry and expressing your anger is ok, but if one or both of you is going to lose their cool to the point where they say something they'll regret, then it's time to call it a day and reconvene when you're calm again.

**9. No subtle sabotage** - There are so many subtle ways of sabotaging a conversation. Showing boredom or contempt by eye rolling, arm folding or yawning. Going silent or expecting mind reading. Launching into a one sided monologue, repeating yourself, becoming sarcastic or belligerent. Bursting into tears or using some other form of emotional blackmail to take control of the conversation. If you want your conversations to be effective then make note of the subtle ways you try to manipulate what's going on to your favour - and STOP IT.

**10. Express your feelings as well as your thoughts** - Telling your partner that you think their time keeping is appalling or that they don't spend enough time with you or that you wish they were more interested in sex is only one small part of a conversation. If you want your partner to understand you and if you want change, then you need to share how you feel as well as what you think. Saying that you feel unvalued when they're late, unloved when they don't spend time with you, and undesirable when they don't want sex explains not just what the problem is, but the effect the problem is having on you.



# MIND CARE

## REST YOUR MIND MEANS REST YOUR BODY

The mind is just like the body. When its angry, upset, sad, unwell, it needs rest. So rest. Slow down. Give it time to recuperate. If you don't, it will get worse. It will be in more pain. Give yourself a break. Give your mind a break. When you have a bad leg, do you go out running? Do you try and run the London marathon? Do you play competitive football? What if your leg was broken? Would you do all that? No! you would rest it. When your body aches because you have the flu, do you go out and train in a gym? Do you make arrangements to walk the whole day? No! you catch the odd taxi, you stay at home and watch tv. Your body is telling you to rest. And your doctor tells you that too. But we don't have mind doctors. No one can see that you need to rest your mind but you.

The mind is connected to the body in an inextricable way. They are one. So you can't separate them. In fact, your physical body has more importance than you think to your emotional, spiritual and intellectual body. A tired body will be a tired mind. A tired mind will be a tired body. The two are interlinked.

## SHARE WHAT'S ON YOUR MIND

You hide emotional pain easily. We are not used to asking for help when we are sad, or lonely, or frustrated or upset. Or when someone doesn't love us, or we feel abandoned, or rejected or neglected by our mother, friend, boss. Ask for help. Don't hide it. Share your thoughts – it will help you unwind and offer you new ideas of how to get better faster. You can't do it on your own. You are not a robot. You are a human and humans are pack animals. We need family, we need a tribe, we need others to share our burdens, worries and to get ideas and information. You are not an island. You are not on your own.

If you don't do this your pain, loneliness, sadness, etc intensifies and comes out in other ways. It comes out in uncontrollable ways. In aggression. In nasty emails. In pushy language. In mistakes. In things that you will regret later. Don't put yourself in that position. Care for yourself. Listen to yourself. Watch yourself. Track yourself. And help yourself. Love yourself. Enjoy yourself. Compliment yourself. Be proud of yourself. Be respectful to yourself. You have to be your best friend. Make that your life rule.

## **WISH FOR SMALL MOMENTS, NOT BIG MOMENTS**

Your past traumas, past experiences, past pains, past challenges have made you lose your mind a little. They have disconnected you from the moment. They have placed you on high alert, as if you are in danger. You are not. You need to be in the moment, happy, rested, positive. Stop. Look around you. See, hear, feel, touch, smell the moments, what's around you. Look at the beauty that surrounds you. Yes, its beauty. Its not a warzone. Its not aggression. Its safe. Its fantastic. It's the moment. Now. Here. Not tomorrow. Not yesterday. Right now. With everyone around you. It's the significant moment. Its an important moment. It's a grand moment. It's a very special moment. Every moment you stop and look around becomes special.

How many times have you been at a big event, at a highlight event, and not really enjoyed it. How many times have you done something supposedly extraordinary and not felt like you enjoyed it fully. These big moments for me are what I used to long for. Its what I thought I lived for We are programmed and taught to believe that these moments are LIFE. They are what make life wow. Special. Important. But they are NOT. It's the small everyday moments that are. And there can be more of these small everyday special moments of awareness that you can achieve. The accumulation of these moments of 'contentment' IS what makes life great. That is the key to a happy life. Enjoying these. Not longing for the big moments.

We are addicted to big moments. The eternal chase for this is exhausting. Its untenable. Its always unachievable. Its unrealistic. Maybe because the media, celebrity, peer pressure, work, school, etc tell us so. Maybe because we've had some intense moments of pain, trauma, sadness, difficulty. And so we want to combat those with equally extreme moments of happiness or abandonment or escape. We think the answer lies there. We want to absorb the 'new' all the time. Voraciously. But it can be addictive. So be careful. Addiction is a problem. It means you are out of control. If you feed off the new all the time, you will always get bored, forget the great things you already have and destroy them. Don't consume. Live. Absorb. Think. Slow down. Rest. Ponder. Dream. Daydream. Let your mind be open for thoughts to come and out. Smile at them. Watch things go by. Smile at them. Good or bad. Let them go.

Try relaxation exercises including meditation and mindfulness.

## REST

Resting the body supposedly means resting on a seat or bed. Supposedly means watching TV or lounging reading a book. Ultimately there is sleep. Do these. They are helpful. But the better quality rest you get, the better it will be and the better you will use time more efficiently. Sleep is best but a great sleep is better than a shit sleep right? So make sure you have quality sleep.

Here are some tips to help you get quality sleep. These are not just 'maybe I will do these' tips. These are actions you have to do!

- No screens after 10pm
- No eating after 10pm
- No sugar after 10pm
- No TV after 10pm
- No emails, phones, text, work after 10pm
- No serious conversations after 10pm
- 10pm is your time to slow down and get into sleep mode
- Listen to your favorite soft music
- Read a boring book
- Listen to your breathing. Feel your toes. Feel your hands thru your body.

## **HOME EXERCISE:**

What do I want to change in my life:

1. Health target

2. Fitness target

3. Eating target

# TIME MANAGEMENT

You will need to find quality time to improve. This table will help you identify how much time you are spending in each area. Tick each box if you are doing what the question suggests or even better insert the number of hours you are doing these. Or leave blank if you are not. Add a total at the end of each area. If the number of hours is low, then suggest how it could grow and how you will do this.

	M	T	W	T	F	S	S
I spent quality time with my partner							
I enjoyed the company of friends							
I contacted my family							
I did a fitness activity							
I had a great night's sleep							
I had time to relax							
I enjoyed my work							
I learnt something new							
I helped someone							

# TIME MANAGEMENT

This table will help you identify what you are doing with your time. Fill it in with as much detail as possible. This way you will better understand what you are doing with your time and how you can change it.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b> 07:00 – 12:00							
<b>Afternoon</b> 12:00 – 17:00							
<b>Evening</b> 17:00 – 23:00							

**HOME EXERCISE: questions 1 to 8**

**YOUR VISION FOR LIFE? – WRITE DOWN WHAT YOU WISH FOR OTHERS TO SAY ABOUT YOU IN 20 YEARS TIME.**

***PLEASE USE THE BACK OF THIS PAGE AND MORE SHEETS IF NEEDED. YOU HAVE 15 MINUTES TO PRESENT THIS AND DISCUSS THIS.***

**1. RELATIONSHIP**

**2. FRIENDS**

**3. FAMILY**

**4. FUN & RECREATION: and exercise**

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**5. REST & RELAXATION: and health**

**6. WORK**

**7. PERSONAL GROWTH: and travel**

**8. CONTRIBUTION: Charity and kindness to others**

# **VISION FOR YOUR TEAM**

Values

Work

Balance

Personal Growth

Fun & Recreation

Rest & Relaxation

Family

## **10 TIME MANAGEMENT MISTAKES**

How well do you manage your time? If you're like many people, your answer may not be completely positive! Perhaps you feel overloaded, and you often have to work late to hit your deadlines. Or maybe your days seem to go from one crisis to another, and this is stressful and demoralizing.

Many of us know that we could be managing our time more effectively; but it can be difficult to identify the mistakes that we're making, and to know how we could improve. When we do manage our time well, however, we're exceptionally productive at work, and our stress levels drop. We can devote time to the interesting, high-reward projects that can make a real difference to a career. In short, we're happier! In this article, we're looking at ten of the most common time management mistakes, as well as identifying strategies and tips that you can use to overcome them. These ten mistakes are:

### **Mistake #1. Failing to Keep a To-Do List**

Do you ever have that nagging feeling that you've forgotten to do an important piece of work? If so, you probably don't use a To-Do List to keep on top of things. (Or, if you do, you might not be using it effectively!) The trick with using to-do lists effectively lies in prioritizing the tasks on your list. Many people use an A – F coding system (A for high priority items, F for very low priorities). Alternatively, you can simplify this by using A through D, or by using numbers.

If you have large projects on your list, then, unless you're careful, the entries for these can be vague and ineffective. For instance, you may have written down "Start on budget proposal." But what does this entail? The lack of specifics here might cause you to procrastinate, or miss key steps. So make sure that you break large tasks or projects down into specific, actionable steps – then you won't overlook something important.

### **Mistake #2. Not Setting Personal Goals**

Do you know where you'd like to be in six months? What about this time next year, or even 10 years from now? If not, it's time to set some personal goals! Personal goal setting is essential to managing your time well, because goals give you a destination and vision to work toward. When you know where you want to go, you can manage your priorities, time, and resources to get there. Goals also help you decide what's worth spending your time on, and what's just a distraction.

### **Mistake #3. Not Prioritizing**

Your assistant has just walked in with a crisis that she needs you to deal with right now, but you're in the middle of brainstorming ideas for a new client. You're sure that you've almost come up with a brilliant idea for their marketing campaign, but now you risk losing the thread of your thinking because of this "emergency."

Sometimes, it's hard to know how to prioritize especially when you're facing a flood of seemingly-urgent tasks. However, it's essential to learn how to prioritize tasks effectively if you want to manage your time better.

### **Mistake #4. Failing to Manage Distractions**

Do you know that some of us can lose as much as two hours a day to distractions? Think how much you could get done if you had that time back!

Whether they come from emails, IM chats, colleagues in a crisis, or phone calls from clients, distractions prevent us from achieving flow, which is the satisfying and seemingly effortless work that we do when we're 100 percent engaged in a task.

If you want to gain control of your day and do your best work, it's vital to know how to minimize distractions and manage interruptions effectively. For instance, turn off your IM chat when you need to focus, and let people know if they're distracting you too often. You should also learn how to improve your concentration, even when you're faced with distractions.

## **10 TIME MANAGEMENT MISTAKES**

### **Mistake #5. Procrastination**

Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven't started; you come to dread doing the task; and, eventually, everything catches up with you when you fail to complete the work on time. Start by taking our procrastination quiz to find out if procrastination is a problem in your life. If it is, then learn the strategies you need to beat procrastination. For instance, one useful strategy is to tell yourself that you're only going to start on a project for ten minutes. Often, procrastinators feel that they have to complete a task from start to finish, and this high expectation makes them feel overwhelmed and anxious. Instead, focus on devoting a small amount of time to starting. That's all! You might also find it helpful to use Action Plans. These help you break large projects down into manageable steps, so that it's easy to see everything that you need to get done, and so that you can complete small chunks at a time. Doing this can stop you from feeling overwhelmed at the start of a new project.

### **Mistake #6. Taking on too Much**

Are you a person who has a hard time saying "no" to people? If so, you probably have far too many projects and commitments on your plate. This can lead to poor performance, stress, and low morale. Or, you might be a micromanager: someone who insists on controlling or doing all of the work themselves, because they can't trust anyone else to do it correctly. (This can be a problem for everyone – not just managers!) Either way, taking on too much is a poor use of your time, and it can get you a reputation for producing rushed, sloppy work. To stop this, learn the subtle art of saying "yes" to the person, but "no" to the task. This skill helps you assert yourself, while still maintaining good feelings within the group. If the other person starts leaning on you to say "yes" to their request, learn how to think on your feet, and stay cool under pressure.

### **Mistake #7. Thriving on "Busy"**

Some people get a rush from being busy. The narrowly-met deadlines, the endless emails, the piles of files needing attention on the desk, the frantic race to the meeting... What an adrenaline buzz! The problem is that an "addiction to busyness" rarely means that you're effective, and it can lead to stress. Instead, try to slow down, and learn to manage your time better.

### **Mistake #8. Multitasking**

To get on top of her workload, Linda regularly writes emails while she chats on the phone to her clients. However, while Linda thinks that this is a good use of her time, the truth is that it can take 20-40 percent more time to finish a list of jobs when you multitask, compared with completing the same list of tasks in sequence. The result is also that she does both tasks poorly – her emails are full of errors, and her clients are frustrated by her lack of concentration. So, the best thing is to forget about multitasking, and, instead, focus on one task at a time. That way, you'll produce higher quality work.

### **Mistake #9. Not Taking Breaks**

It's nice to think that you can work for 8-10 hours straight, especially when you're working to a deadline. But it's impossible for anyone to focus and produce really high-quality work without giving their brains some time to rest and recharge. So, don't dismiss breaks as "wasting time." They provide valuable down-time, which will enable you to think creatively and work effectively. If it's hard for you to stop working, then schedule breaks for yourself, or set an alarm as a reminder. Go for a quick walk, grab a cup of coffee, or just sit and [meditate](#) at your desk. Try to take a five minute break every hour or two. And make sure that you give yourself ample time for lunch – you won't produce top quality work if you're hungry!

### **Mistake #10. Ineffectively Scheduling Tasks**

Are you a morning person? Or do you find your energy picking up once the sun begins to set in the evening? All of us have different rhythms, that is, different times of day when we feel most productive and energetic. You can make best use of your time by scheduling high-value work during your peak time, and low-energy work (like returning phone calls and checking email), during your "down" time.

### **Key Points**

One of the most effective ways of improving your productivity is to recognize and rectify time management mistakes. When you take the time to overcome these mistakes, it will make a huge difference in your productivity – and you'll also be happier, and experience less stress!

## How to be an Awesome Leader, by Martin Morales

### INSPIRATIONAL QUOTES SELECTED BY MARTIN

“Be creative. Think it and make it happen.” Martin Morales

“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.” Theodore Roosevelt

Ghandi said

“A man is but the product of his thoughts. What he thinks, he becomes.”

“There is more to life than simply increasing its speed.”

“We must be the change we wish to see.”

“Freedom is not worth having if it does not include the freedom to make mistakes.”

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

Steve Jobs said:

“Trust that the dots will connect in future”

“Follow your heart and intuition. Everything else is secondary”

“Everything will be okay in the end. If its not ok, its not the end.”

“Strength does not come from physical capacity, it comes from indomitable will”

“Happiness is when what you think, what you say and what you do are in harmony”

“Far better it is to dare mighty things, to win glorious triumphs even though checkered by failure, than to rank with those poor spirits who neither enjoy nor suffer much because they live in the gray twilight that knows neither victory nor defeat.” Theodore Roosevelt

## **6 WAYS TO MOTIVATE YOURSELF**

### **1. SET THE BAR LOW.**

Set small and specific goals.

### **2. PRACTICE SELF-COMPASSION.**

Try to use the same encouraging words you might use for a friend or loved one.

### **3. RECRUIT SUPPORT, OR ASK FOR HELP.**

Some of us have trouble holding ourselves accountable at the best of times. Confide in someone you trust, and ask for their help. Ask a friend to hold you to your commitment. Ask your partner to accompany to a yoga class. Etc

### **4. ENVISION HOW YOU'LL FEEL AFTER THE TASK.**

Lower expectations for yourself within the task, and envision how you (might) feel after the task rather than during.

### **5. MAKE THE GOAL TO DO IT, NOT TO ENJOY IT.**

When doing something “fun” or “active,” do it with the goal to do it, not to enjoy it.

### **6. ACKNOWLEDGE YOUR COURAGE FOR STEPPING OUT OF YOUR COMFORT ZONE.**

“If you keep doing what you’ve always done, you’re always going to get what you’ve always gotten.” So, if you find you’re able to do something (even very slightly) different, congratulate yourself. There’s a good chance whatever you’re experiencing will come with anxiety, because anxiety accompanies uncertainty. Anxiety may be telling you you’re stepping out of the familiar routine of depression, so acknowledge your courage and try to bring such experiences forward in your journey.

CHECK: <http://www.mindbodygreen.com>