



**“Never leave that
till tomorrow which
you can do today.”
– Benjamin Franklin**

**WatchGlass
Advisors, LLC**

*By isolating a
single aspect of a
broader situation
and focusing on
it, great progress
can be made...*

A Question of Time

by Rosanne Scriffignano, CRC, ACC

Time can be your friend or foe. You can manage it or waste it. Everyone receives the same 24 hours—7 days a week, 365 days a year. When you consider Jim Croce’s lyrics in *Time in a Bottle*, do you really do the things you want to do?

If I could make days last forever/ If words could make wishes come true/ I’d save every day like a treasure and then/ Again, I would spend them with you/ But there never seems to be enough time/ To do the things you want to do/ Once you find them...

Do you spend time on activities that are meaningful to you? It’s easy to get tangled up in the whirlwind of daily chores. Ultimately, only you can determine if your time is well spent.

Making Time Count

By practicing these five simple strategies, you’ll improve your focus and reduce stress. You’ll also experience the peace of mind that comes with making time count.

- **Become a Time Detective**—Figure out where your time is going. For one week, carry a notepad and jot down how you’re spending your time. Track time spent running errands, making telephone calls, and checking e-mail. Armed with this information, you’ll make informed decisions on how to spend your time in the future.
- **Prioritize Your Activities**—Complete critical activities first. If your top goal is to submit an important proposal, do that task first. Avoid the temptation to check e-mail or focus on *filler* activities until your top goal is completed.
- **Manage Your “To Do” List**—Re-organize your *To Do* list. Instead of one daunting list, create three smaller lists. Your *Must Do* list includes your top one or two critical tasks. Your *Should Do* list includes up to five tasks that are important but not critical. Your *Nice to Do* list includes all other activities. By creating multiple smaller lists, you’ll be more focused and feel less stressed. You can also organize your lists into categories (such as telephone calls, errands, and projects).
- **Just Say No**—It’s OK to turn down requests for help. Only agree to commit your time if the request won’t tax you physically or mentally. To help make the decision, consider what’s already on your plate. Remove activities from your life that you don’t enjoy or that take too much time. When in doubt: delete, delete, delete!
- **Make Time for Yourself**—Schedule time for exercise, meditation, and other activities that you enjoy. By focusing on yourself, you’ll have more energy to spend on your business and family commitments.

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