Quotes of Time

Time only seems to matter when it’s running out.
--Peter Strup

Remember that time is money
-Benjamin Franklin

We must use time as a tool, not as a crutch.
- John Fitzgerald Kennedy

Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.
- Carl Sandberg

Now is the only time there is. Make your now wow, your minutes miracles, and your days pay. Your life will have been magnificently lived and invested, and when you die you will have made a difference.
- Mark Victor Hansen

Time is a fixed income and, as with any income, the real problem facing most of us is how to live successfully within our daily allotment.
- Margaret B. Johnstone

You will never find time for anything. If you want time you must make it.
- Charles Buxton

Minutes are worth more than money. Spend them wisely.
- Thomas P. Murphy

The time to relax is when you don’t have time for it.
- Sidney J. Harris

The bad news is time flies. The good news is you’re the pilot.
- Michael Althsuler

Time is God’s way of keeping everything from happening at once.
-Unknown

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Speed-Reading Tips

First, suggest that you read these two books: *Power to Read Your Best* by Bobbi Deporter, and *10 Days to Faster Reading* by Abby Marks-Beale, as that’s where you will find some of the following tips:

1) Use your finger or a pencil as a visual guide to “push” your eyes across the page. This keeps you from backtracking and helps you push yourself a little faster than is comfortable for you. You can double your speed, or more, with a visual guide.

2) Try listening to baroque or other relaxing music as it helps some while they read. For example, a company called ABT (Advanced Brain Technology) Music makes CD’s to help people improve their ability to relax and concentrate. Check out their products at www.abtmusic.com or call 888-278-1798.

3) Imagine each line of your book is divided into thirds with the words clumped into three groups. As you read, let your eyes jump from group to group instead of from word to word. When first practicing this method, snap your fingers and create a rhythm…1…2…3 each time you read a group of words.

4) Read with a purpose. Before you begin reading something, think carefully about why you are reading it and how you might use the information you plan to read.

5) Consider doing a “brain dump” before you begin reading. If you have a lot on your mind, dump it on a piece of paper (write it down) before you start reading. This will help you get it off your mind while you are reading.

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Tips to help utilize time and your To Do list:
Cathy Sexton

Maximizing your limited time, prioritizing and focusing will allow you to thrive at work. Working smarter-not harder, and leveraging your time leads to achieving faster and better results. Prioritize your time by knowing what is important vs. what is urgent increases focus and productivity. Respect your time while making the most effective use of it. Honestly, I don’t use a To Do list. I have learned I don’t need them with the GO System. But, if you are one of those that just can’t let go of your To Do List, here are some tips that may help.

1. Setting Priorities must be at the top of your To Do List.
2. Keep things simple.
3. Spend some time eliminating or delegating the items on your To Do List so the items left are the priority items that must be done by you.
4. Be realistic about how long things take to do (most of us underestimate by 1/12 to twice our time). If you get done early you have time to relax or work on items you enjoy.
5. Schedule your projects based on your energy level. Know your own energy peaks and valleys. A daily fluctuation in physical and emotional energy affects productivity. Schedule critical activities for your prime time. If you are a morning person do not waste time reading e-mail, etc. Make the most of your high energy times.
6. Make appointments with yourself and DON’T STAND UP YOURSELF!
7. Break large projects into small tasks. Mind mapping helps.
8. Show up, stay in the moment, and be present with what you are doing.
9. Create a Job Jar – “When I get around to it” tasks occur often; write them on slips of paper and place them in a jar. Write “Job Jar” on your calendar in a given time slot, at regular intervals. When that day and time come, pull a job out and work on it! (You can always exchange it for another job if you don’t like the one you pulled, but at least you’re getting something done!) Use the job jar idea to get your family or staff involved.
10. Only read e-mails twice a day. Make all phone calls at one time (usually before lunch or late afternoon when most people are in their offices).
11. Ask yourself how important items truly are? Will this matter in 5 years? One year? Cost you your job? Bring joy to your life or to those around you that you love? Will it make someone else’s life easier?
12. Working long hours each day is not as important as working on the right things.
13. Make sure there are enjoyable and rewarding items on your list.

Cathy Sexton, co-owner of On Point Solutions, LLC, has over 30 years experience working with, managing, and training people. On Point Solutions provides training courses, presentations, productivity, paper management solutions, and consultation services. By using simple and easy techniques, methodologies, processes and systems, On Point Solutions helps the best get better with focus, organization and productivity solutions! For more organizing tips sign up for our FREE monthly e-newsletter at www.onpointsolutionsllc.com, cathy@onpointsolutionsllc.com or call 636-717-6588.
The Top Ten Time Wasters

According to a Priority Management Systems survey

1. Shifting priorities.
2. Telephone interruptions.
3. Lack of direction/objectives.
4. Attempting too much.
5. Drop-in visitors.
6. Ineffective delegation.
7. Cluttered desk/losing things.
9. Inability to say "no".
10. Meetings.