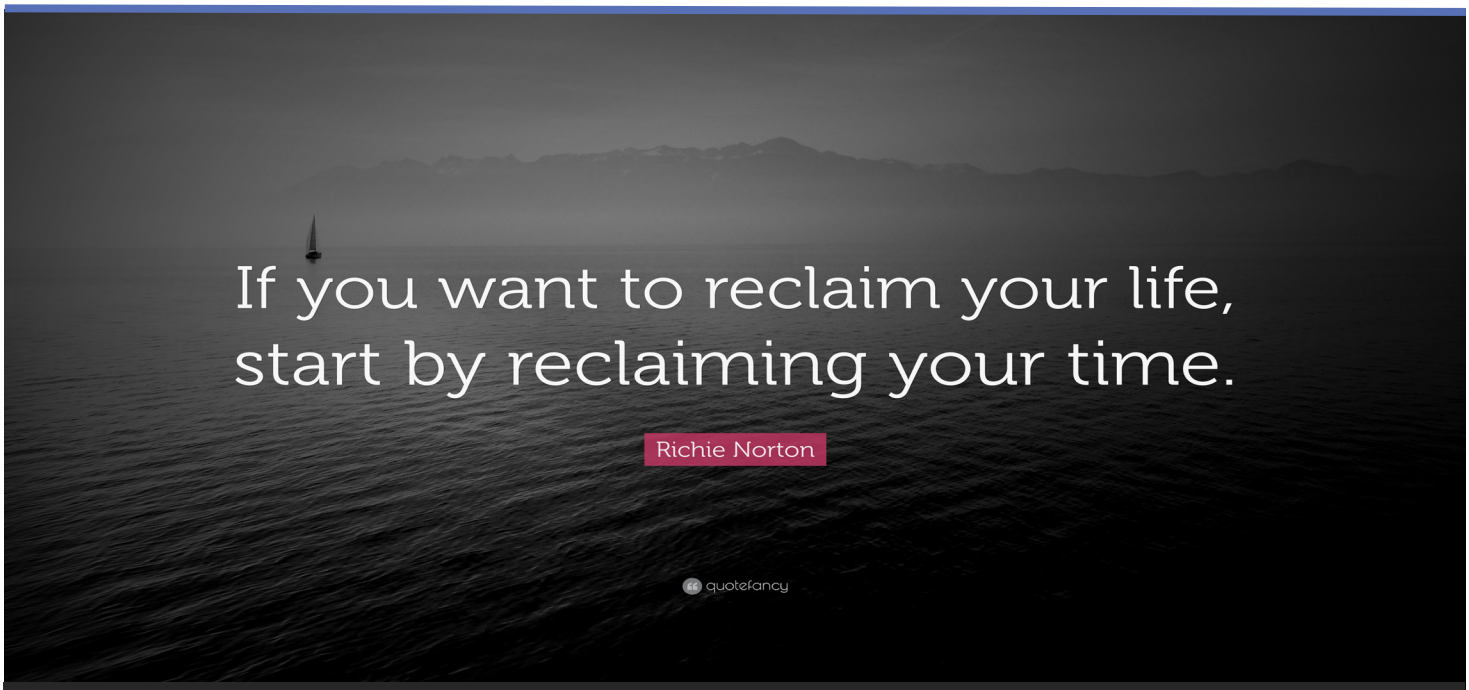


Five Principles for Reclaiming Your Time



Art Waskey

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A top concern of my clients is the stress they suffer from having too much to do and not having enough time to do it. It was certainly a concern I had, when I was part of the rapid growth of a distributor over a 34 year period. With an engineering degree background, I was fixated on developing systems to getting more done in less time. At times it felt like it was a matter of emotional survival.

Here are a few of the prioritized principles I help executive add to their Learn Your Limits toolbox.

1. Capture Everything – I learned to use a journal early in my career. Get in the habit of getting every task, idea, and commitment out of your head and into a trusted place immediately. One of my goals for this year was moving from a spiral and a pencil to a tablet and a stylus. As AI progresses, you will be able to more rapidly recapture and integrate your recordings.

2. Conduct a daily debriefing – From your journal, look over the previous day's content and move forward the prioritized action items.

3. Develop next steps – Ask yourself, "What is the next step needed to complete each task this week and when?" Use the Two-minute Rule, If a task takes less than two minutes, do it now instead of deferring it.

4. Do a weekly review – Every week take 30-minutes on Friday or Saturday to revisit your lists and calendar to reset, close loops, and re-prioritize.

5. Review your new week on Sunday – I learned that if I took



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15-minutes on Sunday to review my schedule I could make changes to ensure I would get the next steps on my projects completed each week. Sometimes, I needed to cancel or postpone meetings. People knew that when I started my week I had a plan instead of reacting to it.

After three decades of living inside the pressure of rapid growth, I can tell you these aren't theoretical productivity tips , they're the difference between running your week and letting your week run you. Master these five habits, and you'll trade the daily scramble for the quiet confidence of walking into Monday with a plan already in hand.

5 KEY TAKEAWAYS

1. Write down tasks, ideas, and commitments to clear mental clutter and stay organized.
2. Review the previous day's notes, identify priorities, and carry important action items forward.
3. Break tasks into manageable steps and apply the two-minute rule to avoid unnecessary delays.
4. Dedicate 30 minutes each week to reviewing your calendar, updating priorities, and addressing unfinished tasks.
5. Spend 15 minutes on Sunday preparing for the week so you can take control of your schedule rather than letting it control you.