

Chapter 7

TIME MANAGEMENT



INTRODUCTION

In this chapter,
we explore
how putting some thought into
how we plan or use our time
will reduce stress levels,
giving us more time and energy to
enjoy some of the
more pleasurable things in life.

How we use our time can make us unwell.

We could even call this hurry sickness:-

Feeling tense, hurried, pressurised, driven, restless, or anxious.

Keeping busy but not getting anything important done.

Not enjoying our work or our time off.

Getting bogged down in details and
not being able to see
the wood for the trees.



Always keeping an eye on the time.

Having rapid anxious thoughts that go round and round.

Feeling like we have too much to do in too little time.

Thinking about what we have to do next rather than what we're doing now.

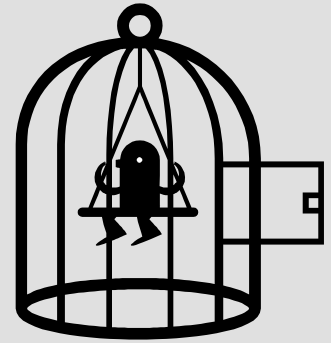
Continuing a task long after our body is screaming **"STOP!"**



Not being able to switch off at night.

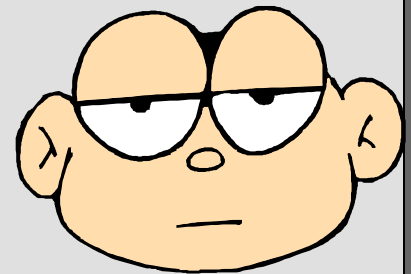
HURRY SICKNESS leads to LETHARGY

Waking up with that Monday morning feeling
Feeling heavy and tired
Being easily distracted
Exhaustion and burn-out
Feeling that life is just one problem after another
Feeling trapped

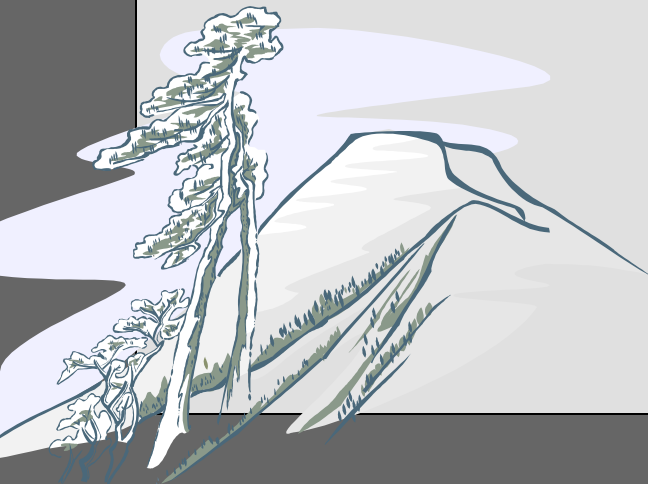


Wasting time
Not knowing what to do with your free time
Not having enough energy to do what you would like to do with your free time
Boredom and frustration

Losing your sense of humour
Not having as much fun as you used to
Long-term low mood
Feeling guilty and lonely
Feeling that there must be more to life than this

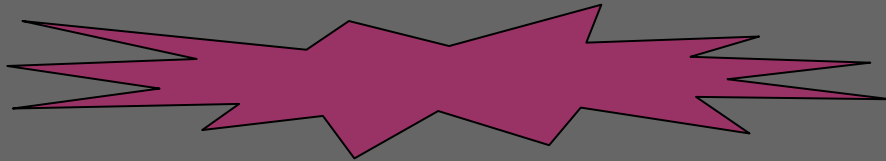


Losing your sense of perspective
(not being able to look into the future)



Conventional Time Management





Conventional time management feeds the
addiction of "hurry sickness"
by focusing on prioritising what is
URGENT !!



**BUT WHAT SEEMS URGENT IS NOT NECESSARILY WHAT'S
IMPORTANT**

Here is one way of analysing where our time goes....

THE TIME MANAGEMENT MATRIX

CRISIS (urgent, important) 	QUALITY (important, not urgent) 
DECEPTION (urgent, not important) 	WASTE/TRIVIA (not urgent, not important) 

CRISIS

If it's **urgent and important**
we need to deal with this stuff.



We all have deadlines, emergencies or unforeseen life events to deal with at times. These can be to do with health, family, work or domestic crises and usually don't happen every day or even every week.

DECEPTION

If it's **not important**
how can it be **urgent**?



We can deceive ourselves by responding to someone else's demands and priorities or by being so "busy" that we can't separate what needs to be done from what does not. This time can be reclaimed.

WASTE/TRIVIA

If it's **not urgent**, and it's **not important**
why are we doing it?



We can find ourselves doing things mindlessly. For instance, watching trivia that we don't enjoy on TV. If it's pleasurable then it's quality time, but if it's born out of boredom or exhaustion then it's in this box. Afterwards, we often regret the time spent on these activities.

QUALITY

If it's **important** but not **urgent**
then it may not need to be done today.



However, if not done at all, it may create a crisis in the future. If we discipline ourselves to spend more time on quality-type activities, we will have fewer crises and will enhance our satisfaction or build skills to deal with life's inevitable problems.

ROCKS, SAND AND WATER



Here is a helpful way to look at the impact of using time well:

Let's call sand the thousands of little things you feel you SHOULD or MUST do.
(the waste or the deception activities)



Let's call rocks the things which are important to you or which you wish you had time to do.
(the crisis or quality activities)



Conventional time management
prioritises what is urgent and would have you -

Put the sand into the jar first.



And then try to fit the rocks in the space left in the jar - *if any!*



Our approach to time management
Prioritises importance and would have you -

Put the rocks into the jar first.

You can then pour the sand in around the rocks.

Then, if you still want to, you can try adding water!

(waste/trivia)



To stay healthy, important priorities include having our Physical, Psychological and Emotional needs met.

Physical

Food
Shelter
Warmth
Safety, comfort and privacy



Psychological

A sense of autonomy and control
A sense of role or status within groups
A sense of achievement
A need for meaning and feeling challenged



Emotional

Sharing love and intimacy with others
Being part of a wider community
The need to give and receive attention
Friendship and fun



By prioritising importance and enhancing our quality time,
we prevent crises and are able to deal more effectively with life's inevitable
problems.

What Hurry sickness looks like

CRISIS	QUALITY
DECEPTION	WASTE

We have little time for things
which are important or valued, such as:-

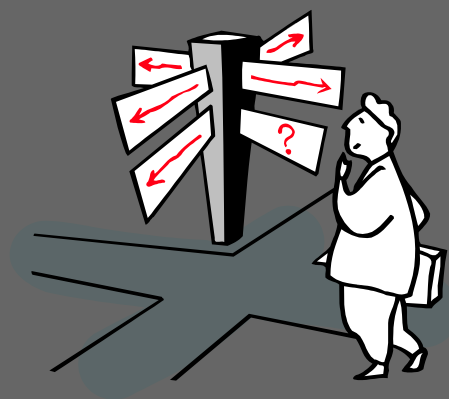
Family and friends

Pleasurable activities and interests

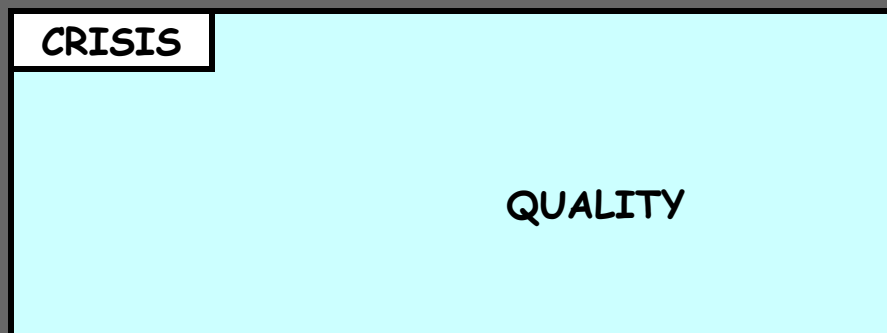
Health and well-being

Home life and career

Feeling secure financially



How to prioritise importance – creating Quality Time.



Start creating time by using 'waste' time to relax and reflect on how much time is taken up with activities that seem urgent, but in fact are not urgent to you.

Begin dealing with things that have to be done, such as paying bills or having your leaking roof fixed.

Prioritise things such as dental checks or car servicing which - if done now - can prevent future crises.











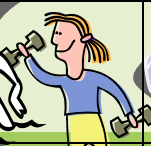

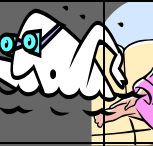





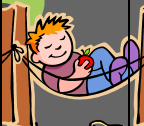

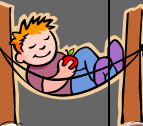




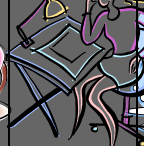
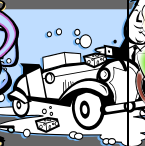















Start planning pleasurable activities such as cultivating friendships, pursuing interests, or holidays.

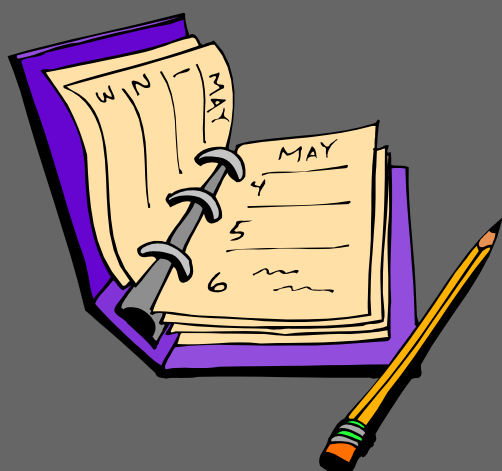
Resume or introduce habits that will bring longer-term benefits and satisfaction. These habits could include regular relaxation, exercise, eating well or money management.

Prioritising Importance

Place activities that are important to you
in your diary first.

For example -

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Am.							
Mid morning							
Lunch							
Mid afternoon							
Evening							
Bedtime							



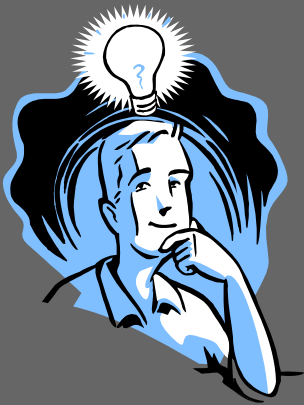
Keep a diary or
a weekly planner.

How we use our time can help us enjoy

EFFORTLESS LIVING

Feeling happy, fulfilled and
100% alive

- Energised and enthusiastic
- Vibrant and healthy



Being creative and productive

- Solving problems with ease
- Having a sense of purpose

Enjoying a sense of community
and the simple pleasures in life



Seeing the bigger picture



PLANNING FOR PLEASURE

When you are putting important things into your plan, remember to include pleasurable things as well.

Pleasurable activities are very important. They are usually linked to our unique strengths, needs and desires.

You may have found yourself doing fewer and fewer of the pleasurable things you used to do because you don't seem to have the energy or the time.

Try to start bringing a few simple, small pleasures into your life.....

