

*A STANDARD OF EXCELLENCE*

ASSIGNMENT NUMBER ONE

# “TIME -- OUR MOST PRECIOUS POSSESSION”

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A STANDARD OF EXCELLENCE

##### INTRODUCTION

***TIME,*** *our subject in this assignment, is a mysterious and imponderable one, and yet it pervades every act and incident of our lives. All of our thoughts, words, deeds and emotions are made possible by it. Without it, there could be no being. The mind is staggered at the contemplation of its non-existence. Despite these profound thoughts, few people ever turn their minds to a deep meditation upon this Cosmic vehicle which transports them through life.* ***TIME*** *is inexplicably a part of the Divine will.*

*Do not be concerned if parts of these assignments dealing with mental concepts are not entirely clear to you at first reading. Take what comes out at that time and the other will follow later. Whether it is entirely clear or not, much good will come from re-reading these assignments frequently. The thoughts expressed are not original. They are as old as* ***TIME****. Only the arrangement of words that tells of them is new.*

The purpose of the assignment is to present certain approved mental stimulants, designed to arouse the mind and bring it to a more highly developed consciousness. Under these circumstances, all the incidents of life take on new meaning. The day's work is then no longer work, but something of vital interest. The books that you read or the course of study that you might pursue, such as this, will reveal greater knowledge as a result of your aroused mental powers.

*For your study of "****TIME****", read the study material at least three times within a period of a week or ten days. Read it with concentration. The spaced reading recommended above is to permit your subconscious mind to digest the material so that subsequent readings will have greater value. If at all possible, read it after you have retired, or at a time when you will have a few minutes of leisure after the reading so that your mind might dwell upon the statements in it. When you have completed the minimum of three readings, please fill in the Questionnaire which accompanies it and return it to this office.*

1. TIME - OUR MOST PRECIOUS POSSESSION

Do you know anyone who isn't in a hurry? Most of our friends live at an unbelievably fast pace. Offices that for years relied on the mail for communications now use wireless computers, Federal Express, and courier services as a matter of course. Americans place great premium on speed, spawning the need for new businesses daily . . . "quick fix-it" shops, one-hour cleaners, convenience stores, twenty-four hour bank tellers, instant potatoes, fast-food chains, satellite communications, same-day service, and passport photos while you wait. All of these "quickies" were designed to save **TIME**. But . . . What is **TIME**?

God's greatest gift to mankind is "**TIME**." It is a unique gift because, without any consideration for race, creed, color or position under which one may be born, there is no favoritism, no variation and no imbalance. Each person receives the same allotment of just twenty-four hours per day. Arnold Bennett, in "How to Live on 24 Hours a Day," said, "In the realm of **TIME** there is no aristocracy of wealth, and no aristocracy of intellect. Genius is never rewarded by even an extra hour a day."

All men and women are created equal. How these golden hours are used will determine who shall be rich, who shall be poor, who shall be successful, who shall be happy, who shall live the full life, who shall leave his imprint upon the pages of history and who shall pass this way without leaving any record of his existence.

We are all prone to accept **TIME** as a matter of course, and most people bemoan the fact that they are allocated only a certain number of years. They fail to give thought to how they can best use those years and to the fact that the only **TIME** which they can be sure of is **NOW**, this moment that exists for so brief a measure when judged by the yardstick of eternity. Arthur Schopenhauer said, "Of every event of our lives we can say only for one moment that it is; forever after, it was. Every evening we are poorer by a day."

Everyone has heard, and most likely has uttered these words: "I haven't the time to do all I should do." We dream great dreams and allow them to remain only dreams because we think we do not have the **TIME** to accomplish them, or we dream great dreams and visualize their realization at some indefinite period in the future.

A. THE ONLY TIME WE HAVE IS NOW!

**TIME** is the essence of everything. Actually, it is the very fabric of which the cloth of our life is woven. The pattern of our life is woven from our thoughts, but life itself is wholly involved with **TIME**. Can we then afford to take it as a matter of course? Is it not a study on which we should embark with the greatest concentration and the greatest seriousness?

Since our whole future, and the attainment of all our desires are dependent upon **TIME** for their fulfillment, it is truly a subject with which we all should be concerned. Each moment, each hour, each day, then needs to be lived with a full consciousness of **TIME**. Developing "**TIME** **Consciousness**" could be a sad thing for a morbid person, who could only see with each passing moment a swift approach to oblivion. For a cheerful, enlightened person with a positive attitude, the development of a "**TIME** **Consciousness**" can be a truly wonderful thing. Each moment then becomes a glowing, priceless gift from which all possible good must be taken.

With a well-developed "**TIME** **Consciousness**" we then become aware of the full essence in all affairs. The Thunder speaks of a power beyond our ability to comprehend, but since it represents a Cosmic Force, as we too are a Cosmic Force, can we not recognize an affinity with this tremendous power of nature and then does not the moment of thunder hold a special meaning?

Does not its voice speak of a vast Cosmic Universe of which we too are a part? The most humble person is like a pinpoint of light in the Universe. Very, very small and yet it exists and shines forth and is not lost in that immense space. Each individual, no matter how humble, is an heir to a part of everything that exists. With our limited consciousness we fail to "recognize our right" to a share of all the good things of life. We fail to file our claim to the full abundance of all the things that are available to us.

In the stillness of the very early morning, when the tempo of human endeavor is at low tide, man may find his God and himself and commune together. In the birth of a new day, before it assumes the false values with which it is immediately adorned by man, the truth stands out more clearly. Man can stand in awe and humility before a force or power so much greater than himself, a power that will work for him if he will but recognize and use it. At such profound moments, man must surely know that he is a part of everything else and that the power before which he stands in awe is also a part of him, awaiting only this recognition and use.

Gina Cerminara in "Many Mansions" said, "No man knows what gifts lie dormant in the secret storerooms of his mind."

Try an experiment. Look at your children, family or friends and be acutely aware of this thought, "**THIS MOMENT I LIVE**." You will find it difficult to spend that moment in negative pursuits or negative thinking. When one is conscious of his oneness with everything else in the whole Cosmic scheme of things, then all affairs of life reveal a greater harmony and a new and greater value.

Enlarge on your experiment. Say to yourself each day at least a dozen times, "**THIS MOMENT I LIVE**." As you say these words, be more aware of what you are doing, what you are thinking and what is going on around you. Be sure to use one of those occasions when you return home from the day's work and greet your family. On that occasion you can say, "**THIS MOMENT I LIVE**" and despite your financial position you can add, "I am a very wealthy person and surrounded by the most precious gifts that life can offer." You can further think "I not only live, I breathe the free air, my health is good, I can walk, I think, I act and I am a part of all there is, and all there is is a part of me." These are the things that no circumstances of life can take from anyone.

If fate has decreed that good health may be absent, or some physical impairment may mar the picture, then one can still say, "**THIS MOMENT I LIVE**." If circumstances have robbed one of everything but that one link with Infinite Intelligence, the Mind, then one can still say, *"This moment I live and as long as I have my mind, I shall be rich."*

The movie, "He Leadeth Me", is the story of Ken Medema who was born blind. When Ken's parents realized there was no hope of restoring his sight, they determined to treat him as a normal child. As time went by, they taught him how to play games and ride a bike and waterski.

Years later, on a college campus he bumped into another blind student who said, "Hey, watch it. Don't you know I'm blind." "Oh, I'm sorry," Ken apologized, “I didn't see you."

Ken attributes his positive outlook on life to concentrating on the things he could do instead of the things he couldn't do. "The handicap," he says, "is not the blindness.” Everyone is handicapped, some to a lesser degree than others. A handicap is whatever keeps you from operating at your best. But a handicap is not bad. It may be the thing that motivates you -- really gets you going. Say to whatever paralyzes you, "I will triumph over you. I will conquer you. You will not have dominion over me!" That may be the most exciting and spiritually rewarding thing that ever happens to you.

Ken's father counseled him many times over the years. "Son, you can sit down and feel sorry for yourself, or you can get up and live." And isn't that the bottom line for any of us? We can sit around and feel sorry for ourselves, or we can get up and live. In the mind there is salvation and solution for all problems. When we reach the greatest extremes of endurance, if we have control of our minds, we have control of our destiny.

These are philosophical observations and no doubt some who read these words may feel that there is no need for philosophy in their lives, nor do they want to be bothered with philosophical concepts. The truth is that we are all *governed* by our philosophy. There is no one without a philosophy of some kind, either recognized or unrecognized. Where it is unrecognized, it is more apt to be a negative, harmful philosophy than a positive and helpful one.

We live in a cold practical world, and yet everyone in it is guided by his own personal philosophy on whatever level it may be. It would then seem impossible to escape being subject, not only to our own philosophy, but to the philosophy of others, whatever it may be. Can not practical realities be more quickly and happily resolved with a good sound philosophy for life and for work? Is it possible to discuss so imponderable a subject as **TIME** without discussing its philosophical aspects also?

If we can capture the philosophical aspects, the practical application will be an automatic sequence of events. Arnold Bennett said, "Time is the inexplicable raw material of everything. With it, all is possible; without it, nothing."

We cannot successfully do tomorrow things that we put off today. Tomorrow has its own requirements, and to carry over to it something that could have been done today is placing a burden upon **TIME** and creating a debt that can never be paid. Also, if one is apt to put off today something that could be done today, there will most likely be a tendency to put it off again or to put something else off the next day. We are creatures of habit and if we establish habit *patterns of procrastination*, they will rule our activity. If we put off adopting a constructive, positive attitude today, we most likely will postpone it again tomorrow. If we fail to do our best today, we most likely will fail to do our best tomorrow. **TIME** is inexorable and no one is ever permitted an opportunity to relive a single moment of it. It slips through the gossamer fabric of our existence, uncomplaining, unprotesting and unrelenting. It will richly reward those who use it well and take its toll of those who use it ill. Arnold Bennett, in "How to Live on 24 Hours a Day," said, "You wake up in the morning and lo! your purse is magically filled with twenty-four hours, the most precious of possessions." Gina Cerminara in "Many Mansions" said, "At every instant we are creating our own future and dictating the terms of that future."

Throughout this entire assignment, **TIME** and its proper use is the basic theme. The only fraction of **TIME** that we can be absolutely sure of is this moment, this second. Life is now, not yesterday or the day before, or an hour ago. Although the memory of that which has passed lingers on, it no longer exists in itself and can never be recalled. Yesterday is gone. Next week, next month, or the next hour may never come. The moment which we have now is the most vital moment of all. Since it is that one and only tiny fraction of life of which we can be sure, it is life itself and therefore a most precious fragment of **TIME**. Viewed in this light, surely the **TIME** allotted should be used properly.

How can anyone dread the birth of a new day? And yet millions do, awakening to another span of **TIME**, their greatest desire being for it to pass so that they can know again the oblivion of sleep. They are arbiters of their own fate, and have actually negotiated with fate for their misery, never realizing that they can just as easily negotiate for a happier, fuller and richer life.

If we are to use each day to the best advantage, we must *challenge the pattern* of our present daily habits. If we needed more time, Infinite Intelligence, which governs all the Cosmic Laws, would have provided it. Adopting positive, constructive thoughts now and focusing our attention on a specific goal, will create the circumstances we want in the future. It is as simple and as sure as ordering something by mail that we know will be delivered on a specific date. We are not surprised when the article arrives, nor should we be surprised when the future brings what we have demanded of it. *Our circumstances of today are the result of thoughts in the past*, and regardless of our present circumstances, they were ordered by each of us individually, wittingly or unwittingly. If they are not as we desire them to be, they still are the results of the thoughts we have entertained in the past.

For those who control their destiny, there is no humdrum existence, no bleak future, no moody boredom, and there are no dismal days. Each new day represents a rare gift, that is entirely at our disposal. It matters not how we spend it or how we conduct ourselves. It is still our day to do with as we will. *The right decision is ours*. We can take advantage of its many opportunities to stimulate the mind, to do better whatever we do, to do it with a greater effort and enthusiasm, and with the desire to put our utmost into whatever it may be. On the other hand, we can fail to utilize it and then we retrogress. *There is nothing stationary in life; we either go forward or backward*. This progress or lack of progress is not on a monthly or yearly basis, but on a daily and hourly basis. *We do not move by jerks but by the trend of our thought* which precedes us and charts our course. It cuts the path and we must walk it, or establish a new one, by establishing new thought patterns, new habits and new attitudes.

Although we cannot borrow **TIME** from the future, recognition of the truth that we become what we think will help us to use the present **TIME** to cast the mold and establish the pattern for the years to come.

Each day we invest twenty-four hours of our most precious currency. Whether it begins immediately to pay a high rate of interest, or imposes a penalty upon us depends upon how wisely we invest it. **TIME** spent in anger or resentment is **TIME** thrown away. It not only cannot be spent usefully, but it poisons the system, destroys energy and takes its toll far beyond the actual period of **TIME** lost. How much better to adjust our attitude so that we avoid this dissipation of our great heritage. This can be done by adopting a philosophy for living and working that will protect us from our inclination to be hurt, angry or upset.

Each of us should vanish from our vocabulary the word "**CAN'T**" and resolve never again to say or think, "I haven't **TIME** to do all the things I should*." Do not plant in your subconscious mind the concept that "I can't find the* ***TIME****."* Instead, phrase any statement of that nature in the following manner: "I have not yet been able to fit it into my present schedule." This not only avoids charging your mind with the thoughts of a limitation, or that you cannot do something, but it charges your subconscious mind with a positive statement and clearly carries the expectation and intention of doing so soon. It becomes an established fact in your subconscious mind that it will be done, and so it is. Our capacity for doing is usually much beyond our record of accomplishment!

Do you find yourself putting off essential projects that you know should have priority? Do they intimidate you? Maybe you are working behind "The Can't Barrier." Risking means taking the first step. Consider the following individuals who, in spite of circumstances, overcame "The Can't Barrier." They rejected the typical excuses.

What is your excuse? Could it be one of the following?

. . . "But I'm too old." . . . So was baseball pitcher Satchel Paige, who asked, "How old would you be if you didn't know how old you was?" Age is a state of mind.

. . . "But I'm too small." . . . So is Tim Howard, a short football linebacker from Texas, who said, "I think my size is my greatest asset; people always write me off."

. . . "But I'm not good enough yet." . . . Winston Churchill summed up the problem well when he said, "The maxim that nothing matters but perfection is spelled **P-A-R-A-L-Y-S-I-S**."

. . . "But I'm too handicapped." . . . So was Helen Keller, who proclaimed, "I thank God for my handicaps, for through them I have found myself, my work, my God."

John K. Williams in his magnificent book, "The Knack of Using Your Subconscious Mind" said, "We can do only what we think we can do. We can have only what we think we can have. Everything we have, and do, and are, is a result of thought."

It matters not what one's ultimate niche in life may be: a business or professional career, pursuing the Arts or Sciences or whether one is destined to occupy the position of wife and mother. Perhaps this latter field may appear, at first glance, to be a refuge from competitive problems - a shifting of responsibility to someone else, that there is no particular need to prepare oneself to do a better job, because one will soon be out of the field of competition that exists for those who work.

Marriage is not the end of problems but the beginning of a new type of experience which calls for the best qualities of each person. There will be many adjustments necessary and new problems to solve. These new problems will be less difficult to the mind that is open and alive, that has wisely used each day in the past, to establish *positive attitudes and patterns of constructive thinking and acting*.

*There is no more exalted position in life than that of wife and mother*, and none that requires a more positive attitude and approach. An open mind that controls its own destiny will use each day as another opportunity to advance. If she will fully utilize her **TIME**, the girl who today is temporarily engaged in competitive business or professional activity will be a better, more successful wife and mother and much better prepared to meet the problems that exist throughout life. Applying herself to today's work and endeavoring to advance herself each day is *wonderful insurance against failure* in the most important job of wife and mother which the future may hold for her.

This is equally true for the girl who may be combining marriage and a career. We speak of mental processes and attitudes that govern all phases of life and through which its problems are simplified or complicated. They affect the married and unmarried, the young and the old, the beginner in life, and those whose term of experience is well matured.

In addition to our Conscience, the constant companion of us all, *which speaks to us* in varying degrees of strength, we also have another constant companion *which speaks to others*. This is our **ATTITUDE**. It mirrors in a thousand ways our mental condition, our viewpoint on life and the multitude of individual subjects that are a part of it. It continually tells to others what kind of person we are and how we react to the endless challenges of life. Unfortunately, it is a mirror not open to our vision, but revealed clearly to everyone else. If this awareness did exist and we realized that sooner or later our thoughts would be revealed along with our level of acceptance of life and the circumstances of life, then undoubtedly we would make a great effort to disguise this outward flow of information.

**WHAT WE ARE AND WHAT WE THINK WILL SOONER OR LATER REVEAL ITSELF TO THOSE AROUND US.**

Look up the meaning in the dictionary of the word "ATTITUDE." Realize, as you do, that it is the factor most responsible for your position in life. If that position is not as you would like it to be, it can be altered only with a change of attitude.

**OUR ATTITUDE WILL DETERMINE WHETHER WE DRAIN FROM EACH DAY ITS FULL ESSENCE, OR LEAVE ITS RICH POTENTIAL UNDISTURBED AND FOREVER LOST.**

Now analyze some of the conditions or circumstances that steal your golden moments. One of the most destructive thieves of **TIME** is allowing your emotions, rather than your mind, to rule your thinking. When you permit your emotions to rule, you are placing reliance upon a most unstable and dangerous condition. In "The Science of Mind," Charles A. Minich, Jr. said, "The mind of man is the key to survival or the door to destruction." To permit emotions to rule is indeed the door to destruction. Anger and irritation are the manifestation of negative emotions. They consume tremendous energy and destroy the harmony of all who are within the reach of their vibrations.

**WHEN YOU DIRECT YOUR THOUGHTS WITHOUT EMOTION, THEN THEY CAN BE YOUR PASSPORT TO ALL THE ACHIEVEMENTS OF WHICH YOU DREAM.**

Just as a ship at sea must be directed, so must your mind. Without a pilot, it can easily be lead to disaster upon some rocky shoal of life. With your intellect protect yourself from anger, irritation and the acceptance of disappointments. When you are governed by your emotions instead of your intellect, such things become obstacles and detour you from your objective. These obstacles will have power only because your thoughts created them and gave them life.

One of the most successful ways to obtain the most out of **TIME** is to avoid any tenseness. No benefit is ever gained from tension, which is a direct result of worry. Dallas businesswoman Mary Crowley, who went from home executive to president of Home Interiors, Inc., a company with sales of more than $300 million annually, shares one of her success secrets in her book, "You Can Too."

"Worry" she writes, "never robs tomorrow of its sorrow; it only saps today of its strength. If I felt myself falling into the trap of self-pity, I learned to sit up and do something constructive immediately. If I felt tired, I gained energy by telling myself when I got up in the morning that I felt great. If I dreaded an especially worrisome task, I chose to do it first and get it out of the way.”

Any situation beyond your control is not a fit subject to spend precious minutes, hours and days worrying about. Remember, it is your **TIME** that is being wasted. Any problem that cannot be solved immediately should be *given to your Subconscious* mind and immediately dismissed from your Conscious mind. The book, "The Knack of Using Your Subconscious Mind," by John K. Williams, fully reveals the technique for doing this. "Never spend more than a few moments on any problem. If the answer is not apparent immediately, charge your Subconscious mind with solving it and go on to other matters. The answer will come," states Mr. Williams.

One of the wonderful things about the Subconscious mind is that it works tirelessly twenty-four hours a day. It is never fatigued and never "runs" out of **TIME**. In it you have the perfect servant to handle your most difficult problems. By making full use of your Subconscious mind you can keep your Conscious mind clear for day-to-day problems. Thus you will have the **TIME** to think in broader terms of tomorrow and next year.

Wrestling with problems does not solve them. Instead, give the problem some thought, then put it in an organized form and turn it over to your Subconscious mind. Tell your Subconscious that it has been given the task of solving the problem and you expect it to perform. Establish a deadline by which time you expect an answer. **YOUR ANSWER WILL COME**.

Another very important **TIME** saver is solitude. Take fifteen minutes each day to spend in quietness, freeing your mind of the pressure and demands of the day. You will think clearer, faster and more effectively. Do not struggle for ideas. Just sit quietly and they will come.

**OUR MIND WILL DO ANYTHING WE DEMAND OF IT IF WE WILL GIVE IT FAVORABLE CIRCUMSTANCES.**

John K. Williams in "The Knack of Using Your Subconscious Mind" said, "The facts of everyday experience prove that the human mind actually has amazing powers which few of us ever draw upon, so slight is our knowledge, and so limited is our faith." He also said, "The Subconscious area of the mind is an unplumbed reservoir of creative insight and intuition." Jesus said, "If thou canst believe, all things are possible to him that believeth."

The ancients divided our twenty-four hours per day into eight hours for work, eight hours for relaxation and eight hours for sleep. By using the Subconscious mind, we can have twenty-four hours of productive thinking. Failure to act is one of the great causes of failure to achieve. Professor David J. Schwartz, author of the highly inspirational book, "The Magic of Thinking Big", says "How you spend your free **TIME** is up to you. But you must remember that the way you invest it is a big factor in your success program. What happens on weekends and between six p.m. and nine a.m. always shows up in what happens between nine a.m. and six p.m." He also said, "I critically ration my **TIME** and frequently analyze my schedule. Tasks that I used to allot one hour to now only receive one-half hour, and yet nothing is neglected."

There are many constructive ways in which "**TIME** after hours" can be invested by the interested person who wants to "distinguish" himself." Reading trade publications is one. Take time to analyze the activities of the day just ended. Fifteen minutes spent at the close of the day planning tomorrow's schedule can easily mean another hour or two of productive **TIME**. Wouldn't it be worthwhile to find an extra five or ten working hours per week?

The **TIME** invested during business hours will be much more productive if certain rules are followed. Many years ago, Charles Schwab, President of Bethlehem Steel Co., was being interviewed by an efficiency expert who wanted to help them solve some of their problems. He told this expert that his organization knew the steel business very well, but they needed to know how to accomplish more each day. The expert replied, "That problem is easy," and he outlined his suggestion for accomplishing it. He told Mr. Schwab to try it out and then pay him what he thought it was worth. Two months later, Charles Schwab sent this man a check for twenty-five thousand dollars. Following is the simple formula he gave:

*Write down each day a list of the things you want to accomplish the next day.* Decide which is the order of importance and then **DO THEM**. Stay on the first one until it is finished and then start on the next.

It worked for Charles Schwab and it will work for everyone.

W. Clement Stone, co-author with Napoleon Hill of the book, "Success Through A Positive Mental Attitude," ran one hundred dollars into thirty million dollars in a relatively short period of **TIME**. He went from poverty to great wealth. One of his most important and often-stated rules is "**DO IT NOW**." Whatever needs doing, **DO IT NOW**. Do not put off or push it aside until "the right **TIME**" or until "I have **TIME**." Waiting for the perfect ideal condition to do something is most undesirable. That situation never exists.

In developing '**TIME** **CONSCIOUSNESS**," learn to coordinate activities and to use each moment. As an example of how coordination of activities in your daily life can be achieved, never make a telephone call without having work in front of you that you can work on while waiting for your call to go through. Victor Hugo said, "The orderly arrangement of **TIME** is like a light which darts itself through all occupations." **TIME** is more valuable than money in the most literal sense.

##### FOURTEEN THOUGHTS ON INVESTING TIME WISELY

Here are some thoughts which will help secure the greatest value from the **TIME** invested each day during the eight hours allotted for work.

1. **DEVELOP TIME CONSCIOUSNESS**. This does not mean the usual hopeless viewpoint given **TIME**, but an acute awareness of its existence and that "**THIS MOMENT I LIVE**."
2. **ANALYZE YOUR PRESENT USE OF** **TIME**. Be more selective in the things you do, the books you read, or the T.V. shows you watch. Examine all the things you do to see how you can do them more quickly.
3. **PUT YOURSELF ON A SCHEDULE**. Scheduling your time will have no value unless you follow it. Be critical in the construction of your schedule. Eliminate the unnecessary and be frugal, but thorough, with the time allotted for each task.
4. **ENFORCE PERSONAL DISCIPLINE**. Discipline will be necessary to carry out your schedule and to properly discharge all of your responsibilities. This means responsibility to your employer, to your customer, and most of all, your responsibility to yourself. If you faithfully discharge this latter responsibility, you will fully handle the others.
5. **RECOGNIZE FIRST THINGS FIRST**. This should be a critical appraisal also. It is well to frequently ask yourself, "Is this really the most important task?" By doing so, one avoids "jumping to conclusions" and the day's work is then laid out on an analytical basis.
6. **PLAN YOUR DAY IN ADVANCE**. No matter what your position may be, developing the habit of spending a few minutes at the close of the day in making a written schedule for the following day will insure more efficient production and a more pleasant and productive day.
7. **BE PUNCTUAL**. The person who is "just a little" late for work or in returning from lunch is proclaiming a lack of interest in his job and also his/her own welfare. It is far better to be a little earlier and stay a little later than to be "just a little bit late." Being "just a little bit late" is not giving the full measure of services that your employer has bought. Perhaps the greatest disaster resulting from "lateness" is the destructive habit and attitude, which is being developed by the person involved.
8. **DEVELOP INITIATIVE**. Initiative is the "Horsepower" which drives us through our daily tasks.
9. **BE CHEERFUL**. A happy and cheerful person not only demonstrates his maturity, but will accomplish far more each day than the sour, discouraged or unhappy person.
10. **AVOID EXCESSIVE PHONE CALLS**. Everyone must have a personal phone call now and then, but these should be reduced to the very minimum and only for the most important occasions. **TIME** spent on personal calls or visits during business hours is unfair to the employer, to ourselves and represents an unwise investment of **TIME**.
11. **FOCUS YOUR ATTENTION**. **TIME** spent in "daydreaming" during business hours is most unproductive. It always creates opportunity for errors as well as low production. Dreams are quite important, and everyone should have them, but during the eight hours for work they should be put aside.
12. **DISTINGUISH YOURSELF**. Reject the mediocre or lower standards of service. Establish a goal of "being the best in your field", whatever it might be. Be satisfied with nothing less than a brilliant performance, a consciousness of your own ability and worth as an individual, and of your own responsibility to yourself.
13. **HAVE INTEREST IN YOUR JOB**. If it is not everything you would like for it to be, it might be well to take another look at it. Perhaps you have not been giving it everything that it is entitled to. If you are going to spend your golden moments doing it, then that **TIME** should be spent with an interest in doing the best job possible and taking the real personal satisfaction for having done a job well. People who are not "interested in their job" frequently have no real focused interest of any kind. Having interest in the job will develop a greater awareness for all aspects of life so that all things we do will have and hold a greater interest for us.
14. **DO IT NOW**. These three words have solved many **TIME** problems for others. Adopting them as a regular policy will do the same for everyone. If you adopt the habit of *writing down the schedule* for the next day's activities each day, I recommend that on it you write in large letters those three words.

The following thoughts are taken from material prepared by Professor David J. Schwartz, for a seminar, which he conducted for the personnel of a large store.

ASK YOURSELF THIS REALLY IMPORTANT QUESTION**: "What kind of world would this one be if EVERYONE in it ACTED just like ME?"**

"If everyone else had your attitudes, your sales methods, your product knowledge (or lack of it), your enthusiasm?" . . . . .

"If everyone else did things exactly the way you do, what kind of world would it be?"

"Act as if your future depends directly on you, *because it does*."

Potent thoughts, are they not? These are questions that everyone should critically ask themselves in their own best interest.

##### ARE YOU WILLING TO START?

"To begin is half the work," wrote a fourth-century Roman poet named Decimus Magnus Ausonius. And according to a Chinese proverb," if you deliberate fully before taking a step, you may spend your entire life on one leg."

Arnold Bennett in “How To Live on 24 Hours a Day" said, "We shall never have any more **TIME**. We have and we have always had all the **TIME** there is." John K. Williams in "The Knack of Using Your Subconscious Mind" said, "The mind is creative, but it must have some objective or blueprint on which it can work." Analyzing your present use of **TIME** and developing a **TIME** schedule will establish a blueprint that your mind will respond to if you are faithful in observing it.

Seneca said, "One should count each day a separate life." The new day and separate life which we all greet each morning swiftly grows old and slips into the past. *Each day will add its sum* to that which will on the final day be the total of all our individual actions.

How wonderful to live each day so that if it were to be the last one allotted, if we were to be given the privilege of reliving it, we would not want to change any thought, any word or any action. No regrets about that which could have been done and wasn't. No regrets about **TIME** lost through waste or in negative use. This is within your reach if you desire it. You can claim it as your own. It is up to each person, individually.

***We are masters of our fate, for be it good or bad, we have created it*!**

**TIME IS OUR VEHICLE**

**MIND IS OUR POWER!**

**IMAGINATION SETS OUR BOUNDARY!**

**V. HELPFUL HINTS FOR IMPROVING CUSTOMER RELATIONS**

1. Follow the client’s “Golden Rule” . . . Do Unto Customers As You Would Have Them Do Unto You! (if you were the client!).
2. Greet your Brides (clients) as guests when they arrive. Let them know that you welcome them and want to give them the best service you can.
3. Learn to be a good listener.
4. Learn all you can about the services you will be helping them chose.
5. “Handle” all wedding planning with pride and respect.
6. Always say, “Please” and “Thank You” when speaking with people.
7. Never be afraid to admit you don’t know . . . but be prepared to find out.
8. Let your brides know you consider them your top priority.
9. Try to do more than is expected of you . . . without being asked.
10. Learn your bride’s name and use it.
11. Be proud of your work. Learn as much as you can about the history of weddings, traditions and protocol.
12. Welcome each person promptly.
13. Demonstrate a positive and enthusiastic attitude.
14. Smile!
15. Reassure brides they made the right choice if you are helping them book vendors.
16. Always demonstrate a helpful attitude.
17. Always recognize how important each and every one of your customers are to you.
18. Never stop learning, listening . . . improving!

A. **MAKE THE EFFORT**

* BE GOOD TO YOURSELF AND YOUR CLIENTS
* YOU WILL HAVE MORE CONFIDENCE IN YOURSELF.
* YOUR JOB WILL HAVE MORE PURPOSE.
* YOUR JOB WILL BE MORE SATISFYING AND REWARDING.
* YOU WILL DEAL WITH YOUR CUSTOMERS MORE EFFICIENTLY.
* YOU WILL HAVE MORE ENERGY AT THE END OF EACH WORKDAY.
* YOUR JOB WILL SEEM EASIER.
* YOUR JOB WILL BECOME MORE INTERESTING.
* YOU WILL RECEIVE MORE RECOGNITION AND PRAISE THAN EVER BEFORE FROM YOUR CLIENTS, AND CLERGY PERSONS.
* ROLL OUT THE WELCOME MAT FOR YOUR CLIENTS . . . IT'S WORTH IT!

**“TIME IS THE CHRYSALIS OF ETERNITY"**

- *Johann Richter -*



*A STANDARD OF EXCELLENCE*

ASSIGNMENT NUMBER ONE

# TIME - OUR MOST PRECIOUS POSSESSION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s Name: | | | Kim Smith | | | | Date: | | 2/14/08 | |
| Home Address: | | 3601 Fyfield Ct | |  | | | | |  | |
| City: | Land O Lakes | | | | State: | FL | | Zip: | | 34638 |

NOTE: Refer to your text as there are key passages which reflect the answers to all questions

#### QUESTIONNAIRE

###### What happens when we speak or think in terms of Limitations?

We are setting ourselves up to not accomplish a task. We are sending a negative charge to the subconscious mind that we “can’t” do something.

1. What is responsible for the circumstances we find ourselves in today?

Our circumstances of today are the result of thoughts in the past and regardless of our present circumstances they were ordered by each of us individually, wittingly or unwittingly.

1. To what sum does each day add?

Each day will add its sum to that which will on the final day be the total of all our individual actions.

1. What is the fabric of which the cloth of our life is woven?

Time

1. What is the “Horsepower” that drives us through our daily tasks?

Initiative

1. What do you usually fail to recognize with your limited consciousness?

We fail to “recognize our right” to a share of all the good things of life. We fail to file our claim to the full abundance of all the things that are available to us.

1. What does every person have to invest each day?

Each day we invest twenty-four hours of our most precious currency.

1. What important rules does W. Clement Stone follow?

DO IT NOW!

1. What influence is a governing factor in our lives?

Mental processes and attitudes

1. What must we do to use each day to the best advantage?

We must challenge the pattern of our present daily habits.

1. Name two constant companions that we all have.

Our “conscience” and our “attitudes.”

1. On what basis do we progress through life?

We progress on a daily and hourly basis.

1. What occurs if we “put off until tomorrow” something that we should have done today? We are placing a burden upon time and creating a debt that can never be paid.
2. What final act should be done before each day is considered over?

Make a written schedule for the following day.

1. What is the wise thing to do with difficult problems?

It should be given to your subconscious mind and immediately dismissed from your conscious mind.

1. In four words give a definition of “TIME-Consciousness.”

This moment I live

1. If you experimented with the phrase “THIS MOMENT I LIVE,” what was the result? I felt happy and more in control of my day. I didn’t get stressed out at work and just kept making metal to do lists for the next day.
2. Please feel free to make any comments you wish.

I am incredible impressed by this lesson. When signing up for this class I was expecting every section t be strictly about wedding and wedding etiquette, organizing, ect. This was Awesome!

**Please send your response to my email:** [**Smithjoy012@earthlink.net**](mailto:Smithjoy012@earthlink.net)

Thank you for completing this questionnaire. We hope you learned from it and found it enjoyable.

Kindly return via copy and paste to an email to: [nancy@weddingsbeautiful.com](mailto:nancy@weddingsbeautiful.com)

Via fax to 804-342-6062

or mail to:

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