



Stop Managing Time, Start Managing Focus

2 Great Time Management Questions

A huge shout-out to my dear friend Leah Simpson for introducing me to these transformative questions years ago. They've been pivotal in helping me understand how to make the most of my time.

Time Management: quite the intriguing concept, isn't it? While we can't actually manage time since it marches on regardless, we can certainly choose how to use it. What we CAN manage is our focus and our actions. It's about FOCUS Management rather than the futile attempt to "manage time". (A second thank you goes out to, Roger Seip, author of the Best-Selling book, *"Train Your Brain for Success"* for this wonderful perspective).

So, how do we ensure we're using it effectively?

Through my experience coaching others, I've found two simple questions that are incredibly effective in guiding people to make the best use of their time.

Consider writing these down in bold letters and posting them right beside your desk:

Is this the most valuable use of my time right now?

This question usually has an obvious answer. Deep down, you know if you're squandering time. It's a personal question, meant to make you pause and honestly evaluate your actions. By regularly asking yourself this and refocusing when necessary, you'll stay on track.

If you're unsure whether what you're doing is the best use of your time, follow up with the second question:

Is what I'm doing right now moving me closer to my goals?

This presupposes that you have goals—hopefully, you do. If not, take this opportunity to set some before moving forward. This straightforward question helps you eliminate time-wasters, low-impact tasks and projects that don't serve us. Sometimes we get caught up in tasks that seem urgent but aren't aligned with our career and life aspirations.

By keeping these questions visible and checking in with yourself regularly, you'll remain aligned with your goals and the life you envision.

Action Steps:

- Write down the questions and place them in a visible spot.
- Set clear goals if you haven't already.
- Regularly assess whether your current activities align with your goals.

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