

TODAY, I CLEARED MY TASKS LIST! LIKE YESTERDAY!

All the people I am meeting or working with tell me that the world is getting tougher by the day and that they do not have time left to live the life they want! Are you feeling overwhelmed as well? Do you think that 24 hours are not enough? If so, continue...

Years ago, I did not have enough of time to do all that I had to do. I was a living example of the 2 work weeks in a week. Then, I started to get organized and strived for excellence. Every day, I end my day with a cleared tasks list. Of course, the first question to ask is whether you have a task list? Do you plan your day or does the day plan you? Are you in the driver's seat?

My father used to tell me there are only three types of people on this planet: those who make things happen, those who look at things happening and those who wondered what has happened. My experience has shown that, also it's not always comfortable to make things happening, it's the most rewarding behavior! To make things happen, you need to plan! The best way to plan is to break projects into smaller tasks and write those tasks into your planning tool. Those who fail to plan, plan to fail!

Whether you are using a computer, a paper diary or just a notepad, here is a simple planning exercise I advise you to do:

Every beginning of week, draw a list of what you need to achieve in the week (what are your deliverables). Confirm every meeting you committed to attend and cancel all meetings that do not help you deliver your goals.



Every beginning of day, decide what you need to deliver during the day. Assign all tasks a time and duration. Keep a one-hour buffer to return phone calls, cater for unpredicted events, or just relax.

Every end of day, check that you have cleared your tasks list and if not, reschedule tasks that could not be completed. Make sure you understand why those have not been completed. Every end of week, check that you have reached your goals and cleared your tasks list. You should end



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each week with a free mind so that you can plan the next week accordingly.

All those should be put into a larger perspective of what are your goals for the year, as well as for the next five and ten years, but this is for a forthcoming article! Want to learn how better manage your time? Join a Port-Louis Toastmasters Club meeting: contact executive team at pltoastmastersexecutive@google-groups.com

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