



Spiritually Fit tips on Time Management

From the desk of [Ruby Fleurcius](#)

In order to gain control over our lives, we must find a way to plan our day. Of course, creating a to-do list will help; but there is much more to time management. We must also have a not to-do list to better govern our time to ensure that it's not wasted on unproductive or unfruitful people, places and things.

Prioritize what you do, say, think and become. We must know and understand the reason behind what we are doing. Doing something “just because” is no longer an option. Once we learn the “what and why’s” behind what we are doing, then we are better able to spend our time wisely without bring about neglect, chaos and confusion.

Do the most important things FIRST. Make a list of things that 7 things you need to do based on the time of day in which you need to them. Start with the MOST IMPORTANT and do that first, then proceeding on to the other things on your list. This will help you better determine the value of what you are doing; which will cause you to become more productive in the things that you need to accomplish.

Learn how to say “NO.” Saying “NO” to unproductive, unbeneficial or unfruitful people, places and things is a great way to say “Yes” to discipline. As we all know, there is a time and a place for everything. And, creating extra work for ourselves is not an option when we have enough or when we are not able to complete what we already have. Furthermore, unfinished projects can and will cause our goals, priorities and schedule to shift in a direction that we may or may not like.

Delegate. We cannot do everything on our own, we all need a little help every now and then. This is not about getting rid of the things that we don't want to do; it's about adding a “to-do” or delegating to those who are able to complete tasks that we are willing to do, but lack the time to do so.

Focus on quality over quantity. Doing quality work will supersede doing a poor job any day. However, when it takes more time to redo what should have already been completed, takes up more time than doing it right from the beginning. Of course, we will all make mistakes, but if our mistakes are costing us, then we need to reevaluate what we are doing and why we are doing. Doing everything in the spirit of excellence is better than doing something “just because.”

A little goes a long way. If we have a big project that seems overwhelming, simply breakup the project into smaller tasks to ensure that we do not become burned out. For example, most of

us dread working-out for 40 minutes a day; but if we split our workout into 4 increments of 10 minutes; 10 minutes in the morning, 10 minutes at break-time, 10 minutes after lunch and a 10 minute workout before bed—guess what? We have our 40 minute workout without having the dread of it.

Keep track of time. The value of our time will elude us if we don't find a way to keep track of it or our accomplishments for the day. Journal the time that's spent as well as the little small blessings that keeps us on our toes. This will ensure that we are able to get back on track when we get off track.

Set a deadline. Carve out a certain amount of time to complete a project. For example, instead of taking all day to answer emails, schedule a deadline of 30-90 minute increments to answer emails. The key is not to allow things to pile up—this will definitely cut down on wasted time.

Focus without undue or unjustified distractions. Section out a certain time of day that you cannot have any distractions. This time can be used for prayer, call-backs, reading emails, paying bills, etc. This is the time that you have in your day that is dedicated to a certain task(s). This will enable you to keep you focus in the midst of your busyness.

Find a system that works for you. Having a system creates productivity. However, don't get so caught up in one way of doing something where you are unwilling to adjust a system that's not working or a system that needs adjusting.

Take time to relax. The best way to release stress is to relax. When we are stressed out, it reduces our effort to become or stay organized.

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