

Life Management Tools

Overall

- We cannot manage time – but we can learn to manage how we direct our attention.
- Everything changes all the time whether we like it or not. Our choice is whether we are involved in the change or not.
- Good time-managers do something because they have made a decision to do it; bad time-managers do something because they experience an impulse to do it.
- The ultimate aim is to be able to do what needs to be done when it needs to be done.
- Busyness is often an escape from having to deal with more important and challenging matters.
- Focusing on what is important is the key to success in life.
- Instead of just reacting to life's circumstances, we always have a choice of responses that we can make.
- Learning to overcome resistance sets us free to realize our potential.

On How to Say “No”

- Reduce your commitments until you are able to give everything the attention it needs.
- Make ‘no’ your instinctive first response to any request.
- Learn how to say no in a neutral tone of voice.
- Give a reason rather than an excuse and make it relate to one of your key values “(I can’t do that because I am concentrating on spending more time with my daughter”, versus “I can’t do that because I don’t have the car on Thursday evening”)

Adapted from Mark Forster (2000): *Get Everything Done and Still Have Time to Play*, Hodder & Stoughton