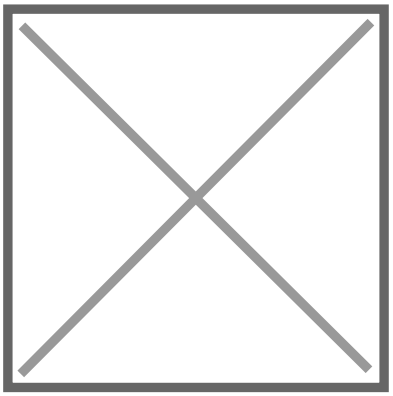

Blog by Tess Where Did the Time Go?

Description

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Have you ever, at the end of the day, thrown up your hands and said out loud, â??Where did the time go? It happened again. I didnâ??t get everything done that I needed to accomplish today.â?•

Weâ??ve all been there and done that.

Even though there are twenty-four hours in each day, it seems that there is never enough time to get our â??to doâ?? list for that day done. Time has a way of running our lives for various reasons.

Many people are content to â??go with the flowâ?• and accept whatever may arrive.

Many of us have goals we would like to reach, even if we are sometimes afraid to admit our goals because of lack of confidence or fear of disappointment.

Donâ??t be afraid to set goals. Thinking clearly about the goals we want to reach is an essential step toward taking control of our time and life.

Hereâ??s a question that we all need to ask ourselves. Are we a â??morning personâ?? or an â??evening personâ???

More on the other side of this break.

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Now back to the article.

Many people tend to be a â??morning personâ??. They are most productive during the morning hours, say between 6:00 A.M. and noon, but sluggish as the day wears on.

The â??evening personâ?? is usually sluggish in the early hours of the day, but starts picking up steam by the afternoon, or will work or keep busy late into the evening.

Some people might be a â??night owlâ??. Theyâ??re up all night because they have a factory job, warehouse job, theyâ??re a police officer, or they work in the medical field, etc. Or, they might have more energy during the night-time hours. I know a few retirees who seem to accomplish tasks better during the night-time hours, rather than during day-time hours.

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Regardless of what time of day our â??high level of energyâ?? is, there are some ways we can better organize ourselves, so we can accomplish what we need get one during that twenty-four-hour period.

Before going to bed, write out a list of the things that needs to be accomplish the next day. Schedule the high-priority items during your high-productivity times so you will get the most from your best hours.

When preparing a list, there will be things that you need to take into consideration.

There are daily job and family responsibilities to take care of, such as preparing meals, doing the laundry, and shopping for groceries. A daily list helps you set priorities and ensures that the top priority items will get done. It also helps you complete other items as well.

There will be days that you will have a doctorâ??s or another appointment that you need to go to.

Also take into consideration the fact that there will be some tasks or projects you do may need be long term, especially if youâ??re writing a book, working on a house project, etc. Set aside some time each day to work on these, even if you can only spend a few hours on that task.

The important thing is, that you spent some time on that project.

My final thought is, ask God to help you accomplish what you need to get done that day.

Next week, Iâ??ll cover some â??time wastersâ?? that can keep us from our tasks. Iâ??ll talk about how each one can be handled.

Until then, have a wonderful week.

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