



Do You Have
time for
yourself



Do you have time for yourself?

It is remarkable the power this simple question has to compel people into thinking about their lives. It seems that the world has become accustomed to the endless rush, in which we excessively focus on the daily urgencies and forget to dedicate time to the most important person in our lives: "ME"!

It is interesting that when we are totally out of time, the first thing we tend to drop are personal activities, such as language courses, practicing sports, etc. We focus on the others and forget about the "one who comes first" in regards to time, and with this vicious circle our time becomes even lesser.

I always tell people not to believe in time management, but to experiment it in the real world instead, and see the results that its persistent application will bring. Therefore, you must not believe in what I say from now on, but try it instead, ok?





Recently, I had to take a trip to Rio de Janeiro in virtue of a productivity and Outlook training at a large oil company. As I had taken my skateboard with me, as soon as this training was over, I decided to take it for a ride seaside. It was great! That boosted my energy levels and completely recharged my batteries! I am not only talking about the physical activity involved here, but the fact of having time to do something that I really enjoy doing. It is important to note that you can and should do whatever you consider important to you, not taking into consideration how circumstantial this might look to other people.

Focus on Yourself First and You will Have More Time

The more you place your true priorities aside, less energy, concentration, and disposition you will have to accomplish all of your demands. When you are aware that you are doing an activity, but surrendering something you really like, your state of execution brings forth personal feelings, such as: loss, anger, sadness, anxiety, among others. This only helps to bury you even deeper into the vicious circle in which you find yourself in. When you focus on yourself first, you create a state that allows an increase in your productivity and this brings on impressive results.

Put YOURSELF in your Planner

In practice, a way that I found to get time to do what I like was to create some type of commitment with myself on my weekly planner.

You First, then the Others

It might give the impression of being a selfish point of view, but it is not! The more you focus on yourself, the more time you get for others. Upon conducting the research for the book *Você, Dona do Seu Tempo* (time management for the female universe), it became clear that women who felt better about themselves, about their relationships and about life in general, were those who had put themselves in first place, who lived their space and individual time, and did not surrender doing what they wanted to do. Now, on the other hand, women who had put work, children, husbands, etc. in first place, used to complain more about the use of their time. Try it! Put yourself first, and then you will surely have time for the others.

Imagine yourself at the age of 80 and then ask yourself in the future: Did I have time to live my life? What didn't I do? What would I have changed? Then put these answers into practice TODAY, as there is still plenty of time to have a much different and balanced future than only rushing around the whole day!

See some posts in the Mais Tempo blog, related to this subject:

- **How to have more time for your children**

<http://blog.maistempo.com.br/2008/03/24/como-ter-mais-tempo-para-seus-filhos/>

- **You in first place - always!**

<http://blog.maistempo.com.br/2008/01/23/voc-em-primeiro-lugar-sempre/>

- **Would you like another 14 years of life?**

(<http://blog.maistempo.com.br/2008/01/09/voce-quer-mais-14-anos-de-vida/>)

- **Are you really willing to live your vision?**

<http://blog.maistempo.com.br/2008/07/07/voc-est-realmente-disposto-a-viver-a-sua-visao/>

7 Tips for You to balance your Personal and Professional Lives better

Getting more time for their personal and professional lives is probably one of the main wishes of today's professionals, dream which very few are able to realize. So many are the urgencies, haste, e-mails and last minute tasks that we end up always leaving the important things aside due to our work.

What has to be understood here is that your personal life hinges directly on the way you organize your professional time, that is, if you do not plan yourself accordingly at work, you will have less time to live your personal life! It is tough, but it is the truth, isn't it? See some tips that may help you win this challenge and get more time to do the things that are important to you:

1. Find out how you use your time - All the tasks you perform are distributed into one of the Triad of Time spheres: there are the urgent activities - for which the time limit is short or has expired; important activities - those bringing results and have plenty of time to get done, and circumstantial activities - those that aggregate no value and only make you lose time. Having the knowledge of how you use your time will help you plan yourself, as your focus will be aimed at reducing those urgent activities (giving them priority for quick elimination), increasing the important ones (that helps you reduce urgencies and keep yourself balanced) and eliminating the circumstantial ones (learning to say no or simply eliminating them from your routine). Do the Triad test and discover how you use your time daily:



<http://www.triadedotempo.com.br>

2. Plan yourself! To have more time for the personal and professional lives is to prevent problems and prioritize what you want. This is the process of anticipation that is fundamental in time management. To do it, plan your week at least 3 days ahead of time, looking for things that might generate the urgencies, and create prevention activities.

3. Choose a tool – planner, Palm, Outlook, Neotriad, notebook, etc. – that will make you unload all of your pending matters and tasks from your mind to a single and reliable place. Use this tool to plan yourself and to anticipate your problems.

4. Limit your working hours – Many times we must have those extra hours to be able to accomplish all of our daily priorities. This happens because we know that we have this additional time. If it were an obligation to leave work at exactly your quitting time (something like someone turning the office lights off at that time), you would surely be more focused and more productive, as a consequence. Try to create these “limits” on your daily routine.

5. Get a hobby – find something you like doing and prioritize it on your planner. When we do things that relax us, give us comfort and satisfaction, we tend to go towards these appointments and avoid letting our day become unfocused as much as possible (have you ever noticed when someone has a soccer game after work, he is always able to leave work on time that day?)

6. Organize your work place, your paperwork, your magazines and your lockers. It is estimated that someone spends 40 minutes per day looking for information... and this is too much time lost.

7. Prioritize your day, every day! Make a list of activities that you need to perform on that day, calculating how long each task will

take (to check to see if there is time to do it all) and put them in order of execution. Focus on this list.

For more information about time management and personal productivity, access one of our sites:

www.vocecommaistempo.com.br

www.maistempo.com.br

www.neotriad.com

www.triadedotempo.com.br

www.triadedotempo.com.br/mulher

www.triadedotempo.com.br/emala





Christian Barbosa



Christian Barbosa is one of the country's greatest specialists in time management, and personal and corporate productivity. Lecturer, entrepreneur, partner at Blue Eagle, web Technology Company. Partner at Triad Consulting – training, consulting and products company, specialized in productivity.

Master Practitioner in Neurolinguistic Programming. Facilitator of the Sebrae/Onu – Empretec entrepreneur program. Author of the book The Triad of Time – an Evolution in Personal Productivity, Editora Campus and of the book made exclusively for the female public: Você, Dona de Seu Tempo – Editora Gente. His methodology and theories on productivity have achieved great distinction as well as national and international prominence due to innovations and differentiated solutions.



TRIADPS

PRODUCTIVITY SOLUTIONS

www.triadps.com