



10 Tips - To Make The Most Of Time & Life

By Patricia Katz, MCE CHRP

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1. Rethink the world.

Question your beliefs, assumptions and expectations related to time and the 'way things are' and 'have to be'.

2. Understand yourself.

Learn more about your values, preferences, and desires at the deepest, broadest and highest levels.

3. Clarify your purpose.

Understand what true success means to you in the varied roles of your life.

4. Create a clear mental agenda.

Focus on a small handful of priorities and connect your everyday experiences to as many of them as possible.

5. Set boundaries and policies.

Use them to advance and protect what is most important in your life.

6. Search for combinations.

Move beyond 'either/or' thinking and look for optimal 'and' combinations that draw on the best of both extremes.

7. Share the work.

Build capacity in yourself and others through clear communication and productive delegation.

8. Streamline and simplify.

Discard stuff, dejunk relationships, and unclutter your mind, your activities and your surroundings.

9. Commit to learning.

Mine everyday experiences for life lessons and use those insights to redirect your thoughts and actions.

10. Recognize the meaningful.

Appreciate the real and often hidden value in your self, your circumstances, and your experiences.

For practical 'how-to' tips on putting these ideas to work in your life, purchase your personal copies of Patricia's two books:

- **WorkTips** – Organizing Strategies for a Productive Worklife
- **HomeTips** – Organizing Strategies for a Streamlined Homelife.



Patricia Katz, MCE CHRP, helps the overloaded and overwhelmed to get things done and have a life, too. Based in Western Canada, this speaker and author of three books specializes in productivity and perspective. To bring Patricia's expertise to your organization, call toll free (877-728-5289) or connect through the web (www.patkatz.com).

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