



## Make the Time

By Laura Silva Quesada

A common remark is “I don’t have enough time.” The truth is most people have more than enough time, but don’t know how to appropriate it wisely and consciously. Once you set aside sleeping time, you are left with approximately 16 hours to do all the things you need to do including getting dressed, getting to and from your office, coffee, lunch and bathroom breaks, telephone calls and the usual chit-chat.

With conscious planning and true desire you can find and make the time to do anything you want and need to do. By going back and reviewing your day, one can easily discover how much time is thrown away in doing things of little or no value. A good place to start is by making a to-do list. List what you want to do in order of highest priority.

I learned that we can do anything, but we can’t do everything... at least not at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything.

*Dan Millman*

Then, at night when you are ready to go to sleep, enter your meditation and go over your list. Imagine the following day, step by step from the time you wake up till the time you go to sleep. Imagine that you are accomplishing everything you set out to do. Imagine your day flowing smoothly and effortlessly. Finally imagine that you have reached the end of your day, and are feeling great because you have accomplished all your daily goals (And more).

In the morning, enter your morning meditation and repeat your imagery. At the end of the day, during your evening meditation, go over your day's accomplishments in order to reinforce a good pattern and begin planning your next day.

**It has been my observation that most people get ahead during the time that others waste time.**

*Henry Ford*

### Plan Wisely

Find out when you are at your best. Mornings may be better than afternoons for you to tackle certain projects, catch up on phone call, appointments, or make new contacts. Yet, afternoons may be better than mornings for you write letters, be creative or do research. For those of you who work out of the home, you also need to plan for family, housekeeping, gardening, cooking and the office work. Planning wisely is just plain wise.

### Program Daily

Program yourself daily, at least twice a day, morning and night, in order to achieve the best outcome. Whenever you have a very important or large project that requires more time, then break down the project into smaller chunks and allot the necessary time to each chunk of the project. Imagine moving through each of those chunks smoothly and effortlessly until the project is completed satisfactorily.

Remember too, that you also need to make time for life and living. You still need to stop at the grocery store and pick up a bunch of groceries, pay for it and then balance your checkbook.

### Do Not Sabotage Your Outcome

Many people sabotage their outcome by planning and programming to do too much? Be realistic and don’t overdo it. This will only lead you to feel overwhelmed, and quit before you even get started. Set reachable goals, make clear pictures in your mind of what you want to accomplish and imagine the benefits of having reached your outcome.

Effective time management requires goal setting. For more information on goal setting refer to the “Goal Attainment Strategy” e-book or CD.

We would love to hear of your successes. Feel free to contact us anytime at [silvamethod.com](http://silvamethod.com).