



**READ MATTHEWS**

TRAINING IN MANAGEMENT & COMMUNICATION SKILLS

# In Form

Our newsletter, **In Form**, keeps you up-to-date with our training services and new initiatives.

**In Form no. 29**

## **Time Bandits**

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- It can't be that time already!
- This is impossible - people keep asking me for things and I've got no time to get on with my own work!
- I've been on the go all day and I haven't got anything done!
- If only I had another couple of hours!

Sound familiar? Have you ever said or thought something similar? Perhaps what people complain about more than anything else nowadays is lack of time - especially when they live in big cities. What's happening to us? Why do our lives move at such breakneck speed?

Perhaps the answer lies in a mismatch between your inner goals - residing in that personal space where you assign value to your objectives - and the tasks you undertake. Not listening to your inner voice can lead you to spend time and effort on things that have no value for you. And that's where that feeling of dissatisfaction at the end of the day or the week comes from.

Some of the key questions that you should ask yourself are: What's important for me? What must I do to feel fulfilled in my professional life? What do I need to focus on to feel fulfilled in my personal life?

Your answers to these questions should put you on the path to reorganising yourself. They should drive the changes you make to the way you set priorities and fix plans. This - along with a few simple and easy to implement techniques - will help you see things in a different light and make you feel that your days are more productive and full of tasks that add value to your life.

And this is how you can stop those time bandits from making off with your time - and put yourself in control of your work and its results.

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