

Time Management Tips to Being Action Oriented (行動できるための時間管理術)

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With an action-oriented, do-it-now attitude, supported by effective time management tips / disciplines, you get more out of your day.

When you complete the unpleasant or hard jobs first and act on the big tasks, little bites at a time, you trim anxiety and stress while gaining self esteem, self respect and self confidence.

After you exert this type of time management discipline long enough, you will establish a routine and make a new habit. Behavioral studies suggest that if you do something every day for 30 days, it becomes a habit.

Be action oriented for the next 30 days and you will master procrastination while helping you better manage your time.

Here are some effective time management action-oriented disciplines to apply each day.

Determine your most productive time of the day and dedicate it to "I" time.

"I" time is for you to do whatever you have to do that will bring you closer to achieving your goals.

It may be as simple as visualizing the accomplishment of your goals. The point is to dedicate the most productive time for the most important person in the world.

"My time" is one of the most important time management disciplines to becoming action oriented.

Once you have set your goals and have prioritized the actions take your annual goals

and break them down into months, weeks and days. Do the same with each day's activities.

Break the large tasks down into small, manageable pieces.

Try to accomplish some of these pieces each day.

Before long you will have accomplished a large task.

Breaking down into smaller pieces is an effective time management discipline.

End each day by writing a prioritized to-do list for the next day.

At the end of each week and month do the same for the next week and month. Get organized.

Use a daily planner. You will be better organized if you write down everything.

Daily writing and prioritizing is an effective time management discipline.

Clear your mind of clutter. Solve problems while they are small. Whatever you do, do it once, to the best of your ability, and move on. Question all tasks to make sure they are worthwhile. Do the worst or hardest jobs first.

Staying focused and doing things once is an effective time management discipline.

Be decisive and remove time wasters from your activities. When evening comes and your next day's to-do list is written, celebrate. Action that gets rewarded gets repeated. Do this for 30 days and you will be transformed into an action-oriented, do-it-now person.

Staying in control and removing time wasters is an effective time management discipline.

An action-oriented person is proactive. When you are proactive, you have initiative you can see a need, figure out how to best satisfy it, determine the appropriate time to take the right action, and proceed. When you are proactive, you lead. When you lead, you take control of yourself and get what you want out of life.

Being proactive with time is an effective time management discipline.

Use the visualization technique to help yourself become action oriented. When you set your goals picture something you want to have, be or do. Visualization is seeing the end result. It is a form of mental rehearsal. Through the use of imagination, what you see is what you will get.

Your vision of your goals must be clear. There is a difference between 'dreaming about having something' and 'visualizing having it'. The power to believe makes the difference.

Visualizing implies a structured and disciplined view of what you are trying to accomplish. Through visualization you picture yourself in possession of your goal. You look at your goal from many different viewpoints. By examining your goal from all viewpoints you see the situation clearly and can act on aspects that will result in the greatest payback.

Visualization is an effective time management discipline.

The bottom line:
these daily time management tips / disciplines will help keep you action oriented and give you
the time of your life to live your dreams.

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Bob Urichuck is an International Speaker, Trainer and Best-Selling Author.

Learn personally from Bob in the areas of Sales, Motivation, Leadership and Team Skills.

Bob presents a series of great ideas and strategies with combination of facts, humor,

and practical concept in a high-energy and self-discovery process that you can apply right away to achieve results.

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