

Chapter 5: *T*

How to make your goal *Time-Framed*

Welcome back! Did you take some time to process what you've read so far? Did you go back and make sure you answered all the questions I posed? If you haven't I urge you to return to the questions that were contained in each chapter. With your journal, dedicate some time to answering them. If it helps, go to a quiet, private place with no distractions if possible. If you have little ones running around the house who demand your time and attention, make some time for yourself. Even if it's just 15-30 minutes, but preferably an hour or two is good as it gives you more time to settle in to a reflective and contemplative state.

However, if you've answered all the questions so far, well done. Feel free to continue with The SMARTEST Method from here.

A funny old thing called time

I mentioned in the last chapter that this is where you can really get down to business. By now, you should feel more self-aware and have a solid foundation of your inner-workings (values, beliefs, passions, feelings, etc.) from which to build your goal on. That was all necessary up to this point, because now we're going to deal with a topic which perhaps poses the most amount of challenges for everybody, regardless if it is to do with goal setting or not. Something that has all the power and influence over every single person on the planet. Something that is illusive, mysterious and constant. Something, called time.

How often do you feel like you don't have enough time? Always? Join the club! We all feel that way. It seems there just aren't enough hours in the day. Before you know it, it's Friday again and the weekend goes by too quickly. And it seems that each year passes us by quicker than the year before. Time is a funny old thing. We are all subjected to it and for some, we have more time ahead of us than what lies behind us, but there are also many of you who have less time ahead of you. I hope that doesn't daunt you, because with time comes wisdom don't they say? As we get older we do learn to maximise our time better, and that just comes with age and life experience. That's what will empower me to embrace getting older.

The way we manage our time is influenced by how we perceive it, and this perception is determined by our values and priorities.

Remember when you were young and how growing up seemed to take forever? There are a number of reasons for this. Mostly, it's to do with the fact that we are looking forward to the future so much. When we're kids we just can't wait to be grown-ups, break free from the confines of rules and school and explore the big wide world. And as we age we often dread getting older and wish we could just wind back the clock and be young again.

However you feel about time and whichever way you currently perceive it, one thing will never change; we all have the same amount of time available to us. Twenty-four hours in a day; six to eight spent sleeping, eight to ten (or more) spent at work and commuting to and fro, and another six to eight spent at home or doing our own thing. It can all go by in a blur. And why is it that some people just seem to get more done in a day than others?

You probably know people in your life now or from your past that are always organised and productive. They walk into the office, sit down and get right to it. They punch out a lot of work, and leave at the end of the day feeling just as energised as they did at the start. We can all learn something from these individuals, because they have learnt how to effectively manage their time.

You probably also know someone now or from your past who is very unproductive with their time. If you're a parent, maybe this could be your teenage son or daughter. When the weekend comes or its school holidays, they can tend to sleep in till all hours. On school days, it's a struggle to get them out of bed and this trend can continue for some young people after high school and well into their twenties, as they show very lazy behaviours and don't appear to give a stuff about anything.