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Wrapping up
share openly and generously with the ones we love. Less busyness leads to appreciating the sacredness of life. Doing less leads to more love, more effectiveness and internal calmness, and a greater ability to accomplish more of what matters most to us.

How To Accomplish More In A Fraction Of The Time

Getting Results Super Fast Through Prioritizing, Leveraging And Focus
Prioritizing

Setting priorities is a matter of deciding what is very important. In this case, "important" means significant to you. What activities and roles give your life meaning? These are the components of your life where you would like to succeed the most.

Not everything in your life can be a priority. Many important things will compete for attention over your lifetime, but there are not enough hours in anybody's lifetime to give attention to everything that could potentially be a priority. Determining your basic priorities is a key exercise in moving toward more efficient use of your time. Your basic priorities provide a means for making time choices, helping you decide where it is important to invest yourself and where you are able to let go.

On a daily basis, you also have to learn to set task priorities. Prioritizing tasks includes two steps:

- Recognizing what needs to be done
- Deciding on the order in which to do the tasks

How do you determine what work needs to be done? For the most part, it relates back to your basic priorities. To be efficient in your time use, you have to weed out the work that does not fit with your basic priorities. Learn to say "no" to jobs that look interesting and may even provide a secure sense of accomplishment but do not fit with your basic priorities.
resolution is to improve your management skills, your first intention may be to speak with your company to find out what skills and traits you may want to focus on.

Tip 3 do not let confusion overwhelm your intention. You may have lots of passion about your resolution, but passion without a plan is wasted energy and will eventually fizzle out. Setting an intention to take a step towards your goal each day will keep you on the right path and help to clear away confusion.

Tip 4 Use your resources. Ask for what you want and need from other people. When you clearly state your intention and your request of other people, you have the opportunity to gain a partner and a cheering section. For instance, if you look up to somebody's management style, ask him or her for tips and possibly even support. Chances are they will be flattered and very willing to share advice.

Tip 5 Be accountable. Choose your resolutions carefully by deciding what really interests you. You might ask somebody you trust to help keep you accountable. Nevertheless, nothing can take the place of honoring your intentions to yourself. You will be amazed at how your self-esteem and sense of accomplishment will increase when you achieve your goals.
Affirmations

If you use affirmations, make it a point to use them frequently and do not stop using them even if your situation is getting better. The more you use affirmations, the better the situation. There are affirmations for every type of situation; priorities, procrastination, focus, and serenity are just a few. Here are some affirmations that may help you throughout your day.

Prioritizing

- I am entitled to live a calm life, full of joy and order.
- I set realistic goals, remembering that my first priority is myself.
- I schedule tasks at the right pace for me.
- I proactively decide what tasks I should do first and which are more important.
- I take something off my schedule before I add one on.
- I make time for anything new that I bring into my life.
- I find no need to hoard my time on one specific thing.
- I am able to delegate the tasks that I cannot - or should not - be doing.
- I make time for play and rest and do not allow myself to work non-stop.
- I accept my progress because it is at my own pace.
- I know that my patience, tolerance, and efforts help me learn and grow to be a stronger version of me.
- I am gentle with my efforts, knowing that my new way of living requires much practice and patience.