

Too Busy

How many of the following do you relate to?

I am too busy

I make lists and never get to the things on my list

I never have any free time

I never have any quality time

I am always rushed

I never have time to do something from start to finish

I feel time is going faster and faster

I am too busy so I forget things

I am too busy so I am always late

I am too busy so I am always rushing

I am too busy to learn shortcuts that will save me time

I am too busy to hire someone to assist me

I am too busy to care for myself and my container (body)

I am too busy to exercise

I am too busy to eat right

Sure, we can all laugh at some of the items on the list and other items hit a nerve. If you feel it, if you think it applies to you, it does. Your feelings are your reality. It is that simple.

Now is the time to take control and take the first step.

One Saturday in the 1970's, back before computers, I walked into my office to 'catch up'. The floor was strewn with files and the desk was piled high. I was out of control and finding files was near impossible. That was the day.

First I cleaned the office by piling all the files against the long wall until there was no paper on the desk, telephone table, or the floor other than against the wall. Second, I cleaned and polished the desk. Third, I started to take one stack at a time and make a decision with each piece of paper. My choices were: throw it away, send it to the appropriate file, dictate as needed, send it back to file with a date on my schedule when I would have the time to address the issue needed, reassign the work to another person, a to call pile, and a waiting for a return call pile.

By Sunday night I felt like the weight of the world was off my shoulders. Monday morning I went to work with excitement and my staff was pleased to see the change. My stress level was

eliminated, I was happy, and I had time to help others in the office.

While the above example is an office example, we can apply the same process to life itself. First is to stop and get a handle on the situation. While we may not be able to stop in the middle of a crisis, we can stop within a very short number of hours or a day or two.

Once we get a handle on the situation, we can decide how to best handle each item. There are no unrealistic goals, however, there are unrealistic deadlines. Family should always come first. Commitments need to be kept or changed. If others have enough notice, then the issue can be handled. Yes, you can say no, and you can change your mind. Yes, it is OK to say no.

Be it by computer or paper, the starting point is a calendar and a to do list by date. You will be able to see if you can do it all on any given day, and you can plan in advance, change or even delete the least important items. Yes, you can delay some things, and you can delete some things.

Remember, right now you may forget or just not get to some things on your list, and the world goes on. In a week or two, few, if any, will even remember. Do not worry about what you can't do. Just do your best at what you have time to do and what is most important.

Your top priority should be yourself. Yes, You! If you do not take time for yourself, you cannot help others. You must care for your body, exercise and eat right. If not, your life may well be cut short. What good will that serve? Caring for yourself first will result in you being able to do more, doing it better, and living longer.

More than once I have spent weeks thinking about something I had to do and built it up in my mind as a big item. When I actually did it I found it took far less time than the time I spent worrying about it. Now, when it is on my mind I just do it.

Be too busy to do the unimportant. Be too busy to do the things that others should do and not you. Allow and reward yourself with the time to care first for yourself and then for those who mean the most to you. Once you start this, you will wonder why it took you so long.

