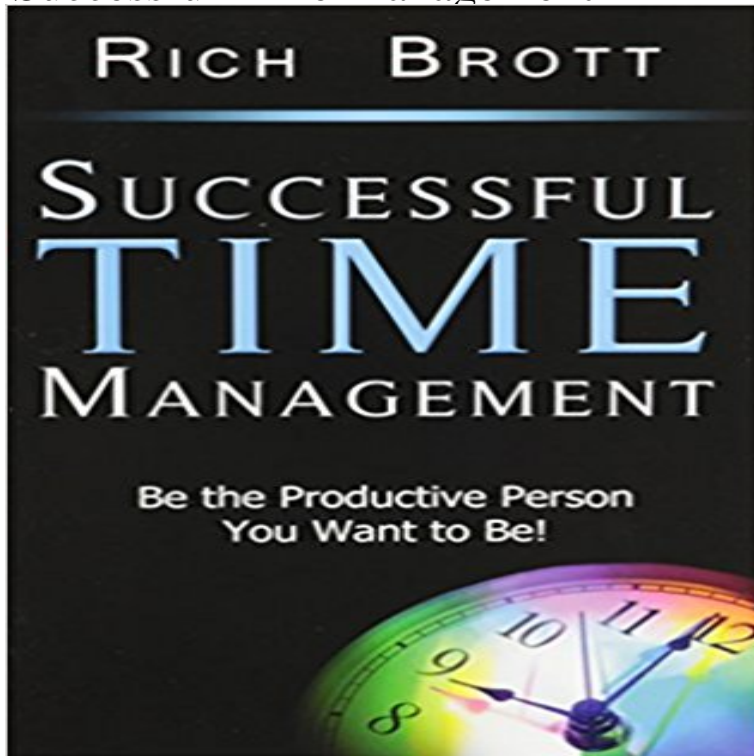


Successful Time Management



Successful people manage their time! They set priorities and then allow their priorities to manage their calendar. Ineffective individuals are often mastered by the loudest voices, the urgent and the unplanned. They are ruled by pressures, not by priorities. Most people find time management troublesome because they don't understand the basic principle of time. People react to circumstance by being controlled by events. Ideally, they should control the circumstance. Think of time as your personal resource and you will be more likely to use it wisely. If you think of it as a valuable and scarce resource, you will most likely take steps to prevent its wasteful use.

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