



Time Management: *Decisions & Procrastination*

When trying to decide on something that seemed important recently, I found myself feeling stuck and very confused. The problem was no longer the outcome or importance of the decision itself, it had evolved into being paralyzed. Sometimes we have a hard time simply deciding what to order on the restaurant menu. Trying to make the right choice can become an obsession. We turn in circles trying to make perfect decisions that we never really have all the information to make. Fortunately, my frustration with indecisiveness was followed by a new revelation. I woke up with a clear understanding of how much time I have wasted in my life trying to make that "right" decision. While my life has gone pretty well, I have indeed sacrificed. I have sacrificed precious time trying to make those perfect decisions. Time is something we can't get back. When it's spent, it's gone. Remind yourself every day that "right" does not exist. Expect that there will always be a "left" staring you in the face so that you will inevitably end up asking yourself, "I wonder if I should go *that* way?" When the fear of the unknown and its cousin indecisiveness come up because of a new fork in the road, realize a couple things:

1. We don't know the future.
2. There is no perfect way.

There are many different roads to getting there and because there is no way to know what roadblocks may lie ahead, it may be time to simply choose. Ultimately, you'll get where you're going and feel more productive and efficient. Or, you may discover a new way of getting things done that you could have never planned for. Step into the unknown and remember, we are all whistling in the dark!

What about procrastination? Do you procrastinate? We all do to some degree. If getting a project started in the perfect way or at the "right" time is holding you back, you're procrastinating. One key to stopping your procrastination is to first know when you're doing it. We all do something different when we procrastinate. I find myself running lots of little errands. Sure, you're getting lots done, but what specifically? To what degree are we heading in the direction of our goals? Many of us are very efficient, but not effective. What's the difference? Efficient use of your time means getting the most done in the shortest amount of time. Effective use of your time means getting the *right* things done. Specifically, those things that will lead you to accomplishing your most important life goals. It's always seems easier to go to the store, watch TV or do anything other than start on something such as an important project. So, get started on just a small piece of that big project and you'll begin to pick up momentum and feel good about yourself in the process. Good luck and get going!

With more than 20 years experience in corporate turnaround environments, John Males brings expertise to clients in the areas of management, sales and negotiations. His customers include some of the world's most successful firms and recognized brands. John can be reached at john@fathomtraining.com or <http://www.fathomtraining.com>

Visit Us

