

Favorite Quotations on Time Management

- ❖ There is no point in doing well that which you should not be doing at all. (Thomas K. Connellan)
- ❖ Take time to grow.
- ❖ Some people drift through their entire lives. They do it one day at a time, one week at a time, one month at a time. It happens so gradually that they are unaware of how their lives are slipping by them until it's too late. On the other hand, with direction you feel good about yourself. People are happiest when they have goals, small and large, because they can look forward to attaining them.
- ❖ Today, be aware of how you are spending your 1,440 beautiful moments, and spend them wisely.
- ❖ Have you ever noticed that some people plan their vacations more carefully than they plan their lives? Before a trip, they read magazines and guidebooks, consult with travel agents, study routes on maps - all for a one-week holiday! Yet a majority of people live from day to day, putting little thought into the future. Over the years, I have witnessed countless talented people who have no direction, and, consequently, go nowhere with their lives.
- ❖ Celibacy, in linking the priest to God, frees him for all the works required by the care of souls.
- ❖ One of the major causes of personal failure is the lack of persistence in carrying through that which one begins.
- ❖ People often complain about lack of time when the lack of direction is the real problem.
- ❖ Since your day has the same 24 hours in it as everyone else's in the world, you have the same opportunity as everyone else for the skillful use of this time.
- ❖ The successful person budgets time, income and expenditures, living within his means. The failure squanders time and income with a contemptuous disregard for their value.
- ❖ I've learned that taking a break in the middle of the job is not half as relaxing as taking a break after the job is finished.
- ❖ I've learned that you should always take a book to the doctor's office because time wasted is knowledge lost.
- ❖ If we don't start, it's certain we can't arrive.
- ❖ Do one thing at a time. Start with a list. Not a Have To Do Today list, but a new list of the things that really matter. Cut the list in half, and then pick the most important thing, and do it. Then, and only then, go down the list, doing each thing, one at a time. As much as possible, allow no distractions, no interruptions. After the first couple of weeks, consider it a

major accomplishment if you are able to cut in half again the number of things you feel you have to do each day.

- ❖ Effectiveness in human endeavor calls for the organized budgeting of time. For the average man the 24 hours of each day should be divided as follows:
 - 8 hours for sleep
 - 8 hours for work
 - 8 hours for family, spiritual growth, recreation and spare time
- ❖ Start earlier and you'll not have to go as fast to get there on time.
- ❖ I've learned that when planning a project, the shortest pencil is worth more than the longest memory.
- ❖ Most small problems, when nourished with procrastination, will grow bigger and bigger.
- ❖ Get up an hour earlier. Imagine how nice it would be if you had a whole extra hour in the morning to do some things you've been wanting to do, like taking a walk, or establishing your own morning ritual, or just to have enough time for a leisurely breakfast with your family.
- ❖ The purpose of life is forged moment to moment.
- ❖ The disciplined person is the one who does what needs to be done when it needs to be done.