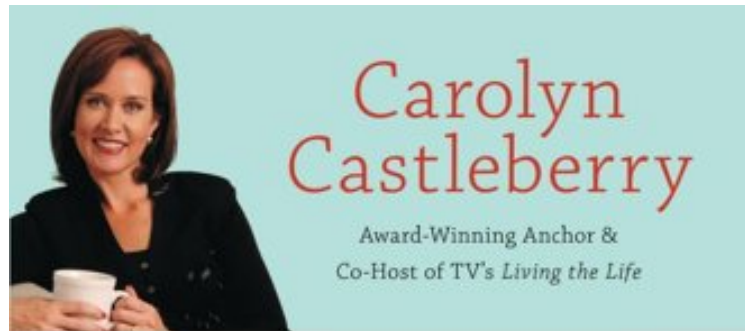


[FREE] It's About Time!: 10 Smart Strategies to Avoid Time Traps and Invest Yourself Where It Matters

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Carolyn Castleberry

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3 of 3 people found the following review helpful. Help With Your Daily ScheduleBy Irene's Book ReviewsA book about using your time wisely--who can't use a little extra help in the time area? This book helps you see better ways to handle your time based on your personality. Do you put work off or do you take on too much? Either way you will

learn ways to improve your schedule. This book is all about how to change the habits that are causing you to waste your time. It also helps you see what priorities should take first place in your daily life. There are four groups of people and how they handle their time. One group is the Overwhelmed person. This person is taught how to unclutter and delete the projects that do not belong in their schedule. There is also the Procrastinator. This personality is the hardest to get on track. The author does an excellent job at giving examples of ways to get yourself moving! There is also the Pressured person and those who cause themselves stress. Both are explained and excellent ways to improve both schedules are given. This book is not just an easy read but also offers easy ways to keep yourself on schedule, no matter what your personality! I was given this book by [...] to review 3 of 4 people found the following review helpful. It's About Time By Cornsilk This is an excellent book if you wonder what your individual purpose is. The book helps you discover your passion if you don't know it and gives a lot of useful advice and insightful questions to help you live the life that you believe God has called you to live. We are going to use this book for our ladies retreat because we believe it has useful information for women in every age bracket and walk of life. At the very least it is a good book to have to refer back to occasionally to sharpen your vision for your life and how to fulfill it. 2 of 7 people found the following review helpful. too religious By tscutie I wish when I checked out this book in the library I looked at the back jacket cover biography. Had I done that I would have realized the author was very religious. That in it's own shouldn't matter and should not be a big deal except when a book talking about managing one's time wastes your time interjecting god into every sentence and passages from the bible. I do not believe god has anything to do with why we waste time or how we can manage our time better. Unfortunately, I only got to page 43 because I just couldn't take her religious take on how we can organize our lives and be more productive through god. On page 43 she lists "Strategies to Tame Time Traps" and the first priority/strategy #1 is: Meet with god first who on page 47 she refers to as her CEO. What a bunch of bull. There are many other books on time management out there, which focus on just that. I will be returning this to the library tomorrow!!!!

Award-winning reporter Carolyn Castleberry brings workable solutions to help women discover and apply the right strategies for time management in their lives, freeing them to invest themselves in what really matters. American women are in a time crisis. There's just not enough time. They are doing more but enjoying it less. Fueled by both internal and external pressures, they run from task to task without pausing to ask themselves, "Do I really want to do all this stuff? Why can't I get a handle on managing my time?" How can they find true time balance in their supercharged, over-scheduled lives? Carolyn Castleberry, anchor and co-host of Living the Life on ABC's Family Channel, has not only asked herself these questions, but she has interviewed countless accomplished newsmakers over the years. Determined to bring workable solutions to women, she commissioned a national survey on women and time. Roughly half of those surveyed feel busier than they did five years ago (50%), don't feel there's enough time to get everything done (45%), and say they don't have enough time for themselves (43%). One in three women (34%) described themselves as overwhelmed. This book delivers proven, effective strategies for time management. First, it offers women a chance to take a self-test to see where they fall on the "time-balance scale," a tool to assist the reader in diagnosing her time management style in order to apply the right strategies and biblical principles to fit her needs. Castleberry describes five major groups of women when it comes to time management: the Overwhelmed, the Procrastinators, the Pressured, the Self-Stressed, and the Balanced. Once diagnosed, readers discover the unique factors standing in their way of effectiveness. They explore the time traps that need to be avoided -- those habits, decisions, and disempowering thoughts and words that literally steal time. Then with smart biblical strategies in place, readers will discover how to select their true priorities and invest their talents, careers, and selves in living to do what really matters.

About the Author Carolyn Castleberry is an internationally-recognized author on money and time management. She recently joined the CBN News Team where her financial reporting focuses on bringing faith and life together. She is also a contributing expert to Today's Christian Woman and is the editor of The Proverbs 31 Investor e-newsletter. Carolyn's work has been featured on FOX Friends, USA Today.com, MSN Money, Essence magazine and major newspapers and radio programs in the U.S. and Canada. She spent seventeen years as a news anchor and reporter in Virginia and Colorado, and her reports have also aired on CNN and MSNBC. While in Colorado, she started the first national radio talk show for female executives on the Business Radio Network, "Women Talk Business," which was recognized by the American Women in Radio and Television. She's also a member of the National Association of Professional Women and National Speakers Association. Carolyn and her husband, John, especially love to spend time watching their daughters play field-hockey or cheering on her stepson, a basketball coach. Excerpt. copy; Reprinted by permission. All rights reserved. 1 Time Crunched There is a time for everything, and a season for every activity under heaven.-- ECCLESIASTES 3:1 NIV As a young woman, I took time for granted. Not anymore. Some of us understand intuitively that time is our greatest gift -- ours to invest for a lifetime. For others, like me, it takes a defining moment to realize that moments, hours, and days are all we have -- a defining moment followed by a complete shift in life priorities. It may be losing a loved one. It may be giving up on a dream. For me it was having two healthy babies and

losing two babies, one in the second trimester of pregnancy. For years I had been a career woman and wasn't even sure I had time for kids. Time was all about me. But having and losing children -- struggling for the dream of motherhood I hadn't even realized was hidden deep within me -- caused me to reevaluate my time in a big way. More on my story in a moment...as we say on TV. First let's talk about you. After all, it's about time. Yours. In decades of television and radio interviews, I've heard one consistent theme: American women are in a time crisis. "There's just not enough time," everyone seems to say. We're doing more but are less satisfied. Fueled by both internal and external pressures, we run from task to task without pausing to ask ourselves, Do I really want to do all this stuff? Am I investing my life where it matters? How do we manage to find the time to balance our supercharged, overscheduled lives? To prove that I wasn't just imagining this time crisis, I commissioned a national survey on women and time (go to www.carolyncastleberry.com for the full scoop on how we put this together, who we interviewed, and verbatim comments from our participants). Sure enough, in an online survey of three hundred women, we found that 74 percent of them weren't happy with how they spent their time. That's three out of four! Half of our group felt busier than they did five years ago (50 percent); nearly that many didn't feel there was enough time to get everything done (45 percent) and said they didn't have enough time for themselves (43 percent). Here's another finding that confirmed what women are saying -- one in three women (34 percent) described herself as overwhelmed. Listen to what some of the women said are their greatest time traps: "Too many demands on my time from people who do not consider that I have other things to do" "Too many activities at one time as a single mom" "Expecting too much from myself" "Letting others tell me how things should be done" "Lack of ambition or drive to get things done" "I just have a lot going on. I am a full-time everything." "How Do You Feel About Your Time? Whether or not you are also a "full-time everything," how do you feel about how you are investing your time? We asked the participants in our survey to tell us how much they agreed with several statements that measure perceptions in these four important areas impacting time management: **Outside Pressures**; **Attitudes**; **Smart Strategies**; **Time Wasters** A significant proportion of women felt stress and dissatisfaction about time management. Based on these attitudes toward time, we identified five groups of women, each with distinctive characteristics. Chances are you'll see yourself in one of these "time groups" -- which range from women who felt overwhelmed when it came to time management (34 percent) all the way to those who were very organized and comfortable with their ability to effectively use their time (26 percent). The remaining 40 percent felt they needed some help in managing time and had specific challenges that keep them from doing so. If you're looking for your basic, how-to-do-more-stuff time-management book, this isn't it. Instead, we'll look at the real reasons we're not investing our time the way we want to. You'll be able to identify the traps that are robbing you of your greatest asset. But here's the big difference between this book and many others: in these pages, we'll go way beyond simple strategies for time management because our results showed that a woman's relationship with time isn't determined by what she does or how much she is able to accomplish. Rather it's determined by how she feels about what she does. It involves your own relationship with time -- your personal scale of balance -- which is unique to you and is directly related to this key question: are you investing your life where it matters to you? That's why this book won't focus on checking off more items on your to-do list. (Who needs that?) We won't be trying to get more done. (Oh, doesn't that feel good?!) In fact, in some cases you may find that the key to healthy time investment is doing less! (That's me.) **What Do We Want Anyway?** Interestingly, only one in four women had a clear idea of what really mattered to her and how to achieve it; in other words, goals. Only 22 percent of the women we surveyed felt they had an effective system for managing time, and only 27 percent had well-defined goals. That's close to the number that reported being happy with how they were investing their time on this earth. These are the women we call our **Balanced Group**, and we'll learn a great deal from them. We also found that women fit into four other basic categories: the **Overwhelmed** (put me here for much of my life), the **Procrastinators**, the **Pressured**, and the **Self-Stressed**. **You Know Who You Are** The good news is there are solutions for all these groups, even if it's one baby step at a time. And my guess is that when you look at the list -- **Overwhelmed**, **Procrastinators**, **Pressured**, and **Self-Stressed** -- you intuitively know where you fit. Something inside tells us that somebody is causing all these time pressures or, dare I say, that we are the problem in our own lives. First, let's visit the four segments of women we found in our survey. Later in the book we'll address specific strategies to take back time for all of them. **The Overwhelmed** Women in this first group typically answer to the label of either **Superwoman** or **Single Mom**. Here are some more of their cries for help: "I have entirely too much stress because I don't seem to have enough time and money to invest either one properly." "I am not disciplined enough to stay on task; too many uncontrollable things demand my time...mainly my nine children!" "I have too much on my plate at once." "Oh boy, I can relate! We may not have nine children (God bless you, dear soul!), but most of us have way too much on our plates at once. The **Overwhelmed** are the ones who feel the most unbalanced and out of control when it comes to time management. These women believe they have no time for themselves and that time pressures are constantly accelerating. They believe they cannot exercise control over their time. They feel helpless: "I am unable to set goals." "I am feeling overstressed and overwhelmed by the demands on my life. And I have a feeling of tiredness much of the time." "I think that I feel overwhelmed by the quantity of what has to get done and when it has to get done by." It's easy to see why many of the **Overwhelmed** women feel so out of control. This group tends to be younger and includes the highest number of single parents. For these women, just surviving each day

appears to be the top priority. Because I was once constantly overwhelmed, my first ten strategies to take back time will begin with you, my friends (see chapter 3). Plus, I'll throw in a bonus ten, because we need them so badly.

The ProcrastinatorsThe second group we identified is the Procrastinators. Thirty-one percent of the women we interviewed said they had this tendency. You know her. Maybe she's you. Maybe she's me, as I glance away from my computer screen to a little clutter pile growing on my desk. I'll get to that later. Our well-intentioned Procrastinator makes big plans, has big ideas, and makes a big list of things to do. But something happens along the way: "I procrastinate. I know something needs to be done at work (I'm self-employed) or around the house, but I will find an excuse to have a friend visit or play with my pets or grandson rather than tackle it." "I hate school but know it is important if I hope to advance in a career. In effect, procrastinating, homework, and working odd shifts prevent me from managing my time better." "I hate to grocery-shop, always putting it off until there is nothing in the house to eat." "I am lazy or there are just too many things going on at the same time." I love their honest answers. One woman summed up her life in two words: bad habits. Whatever the underlying reason for their lack of motivation, these women had acquired some behaviors that were literally killing their time. Our top-ten smart strategies for our Procrastinator girlfriends (see chapter 4) will target time-stealing habits.

The Pressured Working moms, this might be you. That includes stay-at-home moms who may also home school their kids and who are working harder than anyone can imagine. You want to talk about pressure? A producer I work with was caught in the "sandwich generation," and at one point her elderly father, two grandchildren, and the children's mother who was recently divorced all lived with her. Could you keep up with that? At times, she couldn't either! Students, career women, you can certainly relate to feeling pressured too. This third group tends to be largely married with children and feels weighed down by external forces: "People have no idea of all I'm supposed to do." "Everyone assumes I can do it, since I've done it before." "My friends call me, day or night, even though they know I'm working." "If I don't do everything my kids ask of me, I think they won't feel loved or cared for." "I stay at home with my daughter, who is eight months old, and she is very hands-on at this stage in her life...my entire day is spent just taking care of her.

Thirty-four ...