

## **FREDLINK INSPIRES**

### **SIMPLE, YET PROFOUND WAYS OF MASTERING YOUR TIME AND YOUR LIFE:**

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#### **DAY ONE**

*Time slips through our hands like grains of sand, never to return again.*

*Those who use time wisely are rewarded with rich, protective and satisfying lives.*

***Robin Shama***

*Learn how to use time to your advantage rather than allowing it to rule your levels of satisfaction and stress*

***Anthony Robinson***

*Your outcome: If you have ever felt stress and who have not felt stress before? Chances are excellent that it is because you felt you just did not have enough time to do what you wanted, to act the level of quality to which you were committed.*

*You could be feeling this frustration, for example, because you are focusing exclusively on the demands of the moment present request, present challenges, present events, in this stressed state and overloaded state, your effectiveness is rapidly diminished. The solution is simple:*

*Take control of the time frame you are focusing upon. If the present is stressful, then become more resourceful in dealing with your challenges by focusing on the future and the successful completion or resolution of the task before you. This new focus will instantly change your state and give you the very resources you need to turn things around in the present.*

*As we all know, stress is often the result of feeling "stucked" in a particular time frame. One example of this, is when a person keeps thinking of their future in disempowering ways. You can help this person or yourself by getting them to refocus on what they can control in the present or some people, when they are called upon to take on a challenge, begin to focus exclusively on their past poor performance. As they remain in the past, their stress increases, a shift to the present, or an anticipation of a positive future, could instantly change their emotional state, our emotions, then, are powerfully impacted by the time frame in which we are operating at the moment.*

So often we forget that time is a mental construction that it is completely relative and that our experiences of time is almost exclusively the result of our mental focus. The great question now is: How long is a long time? For example, it all depends upon the situation doesn't it? Standing in line for more than 10 minutes can seem like an eternity, while an hour of love making can pass all too quickly.

Our beliefs also filter our perception of time, for some people, regardless of the situation, twenty minutes is a lifetime for others, a long time is a century, these people walk differently, talk differently, look at their goals differently and how stressed they might be if they were trying to deal with one another while operating out of completely different frames of reference? This is why time mastery is a life skill the ability to flex your experience of time is the ability to shape your experience of life. Understanding

Day (2): **Understanding the Ability to Distort Time:** after you have mastered the ability to change time frames by changing your focus, you

are ready to move on to the second major skill of time mastery, and that is the ability to distort time so that a minute feels like an hour, or an hour like a minute. Haven't you noticed that when you become totally engrossed in something, you lose track of time? Why because you no longer focus upon it, you make fewer measurements of it you are focused on something enjoyable and therefore, time passes more rapidly. Remember that you are in control, direct your focus and consciously choose how to measure your time. If you are constantly checking your watch, then time seems to crawl. Once again your experience of time is controlled by your focus. How do you define your use of time? Are you spending it, wasting it, or killing it, it's been said that "killing time is not murder: its suicidal attempts.

### **Day (3): A Matter of Importance:**

The third, and perhaps the most critical distinction of all, is an understanding of how urgent and important control your decisions about what to do with your time, and therefore your level of personal fulfilment.

*What do I mean here? Permits me to ask you this: Have you ever worked your tail off, completed every single thing on your "to- do: list but at the end of the day still felt unfulfilled? That is because you did everything that was urgent and demanded your attention in the moment, but you didn't do what was important the things that would make a difference long-term. Conversely, have you ever had days when you got only a few things done but at the end felt that this was a day that had really mattered? These are the days when you have focused on what is important rather than what urgently needed your attention.*

*Furthermore, urgency seems to control our lives. The phone rings, and we are doing something important, but "we have to pick it up" after all, what if we missed out of something? This is a classic example of handling what's urgent after-all, you might miss out on a high-powered phone conversation with a computerized surveyor, on the other hand, we buy a book that we know can make a difference in our lives, yet you put off reading it and time and again because we "Just can't squeezed it in" between opening the mail, and watching the news on our T.V. The only ways to truly master your time is to organize your schedule each day to spend the majority of it doing things that are important rather than urgent.*

We have time enough if we will but use it aright

**John Wolfgang**

Today's Assignment

- (a) Begin to explore changing time frames
- (b) Learn to deliberately distort time
- (c) Write a to-do-list that prioritizes according to importance instead of urgency

**Day (4): Purpose and Time:**

Life without purpose is time without meaning

**Dr. Myles Munroe**

Have you ever sat in an airport or train station and watched the people moving through the building? Some walk slowly and casually, others stride hurriedly and intently, perhaps sprinting or running. The

difference in pace is often related to time. Some are early, others are late, each is there for a purpose, either future or imminent.

As we all know, time is an important parts of our lives. It gives order to our days and allows us to set schedules but schedules in and of themselves are worthless unless we have a purpose behind the schedule.

It is useless to keep track of time if there is no end toward which are moving.

### ***Day (5): Understanding Time:***

*Generally speaking, time is such an important parts of our concept of life that many of our conversation center around it. How old are you? when did you move in to this community? How long have you worked at this job? when were you married? How soon will you finish this assignment? These are questions that are always associated with time.*

**DEFINING TIME:** Time is “the system of those sequential relations that any event has to any other as past, present, or future” or a system or method of measuring or reckoning the passage of time.

Thus, we establish the time of something in terms of second, minutes, hours, days, weeks, years and centuries, birth, growth, aging and death are also parts of our vocabulary related to time.

### **Day (6) God makes everything beautiful in the time He gives it:**

Consider, for a moment, a rose in the spring before the rose bush blooms, it is ugly, thorns cover the stems and tiny, hard green things slowly stick out among the leaves. After a few weeks, these little green things slowly begin to open until you can see the color of the petals then the bud begins to open and you can see the individual petals become

visible still, the rose is not what it yet can be. It has not reached the height of its beauty. There comes a point when the fully opened rose reaches perfection. It can be no more beautiful, its shape and color are in perfect harmony. After perfection is reached, death and decay set in, the flowers wither and decay brown until the petals fall from the bush. It fulfills its purpose and then naturally dies. Nothing should die until its purpose is fulfilled.

God created you for a specific purpose and gave you the exact amount of time required to fulfill your purpose, in essence, your length of physical life is determined by your purpose. **Fredlink Inspires**

***Day (7) You must manage your time well:*** *To achieve all your goals and become everything you are capable of becoming, you must learn to manage and get your time under serious control. Psychologists generally agree that a "sense of control" is the key to feelings of happiness, confidence, power, and personal well-being and a sense of control is possible when you practice excellent time management skills.*

*The good news is that time management is a skill, and like any other skill, it is learnable. No matter how disorganized you have been in the time, past or how much you have tended to procrastinate or to get caught up in low value activity, effective, and productive people in your field always learn by how others have gone from confusion to clarity and from frustration to focus through repetition and practice, you can become one of the most result-oriented people in your field.*

## **Day (8) Using the Law of Excluded Alternatives:**

You are always free to choose in this hour by hour and minute by minute, choosing of what you will do and simultaneously what you will not do, your entire life is made, the law of the excluded alternative says that, doing one thing means not doing something else.

Whenever you begin a task of any kind, you are consciously or unconsciously deciding not to do any other task that you could do at that time or moment. Your ability to choose wisely in terms of what you do first, what you do second, and what you do not do at all determines your entire life.

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## **Day (9) Make A Paradigm Shift With Your Time By Doing What You Love To Do:**

Doing what you love to do is one of the great secrets of financial success, one of your primary responsibilities in life is to find out what you really enjoy doing, what you have a natural talent for, and then to throw your whole heart into doing that particular work very well.

You need to know that, self-made millionaires are those who have found a field where their natural strengths and abilities are exactly what is required to do the job and achieve the results desired. Most self made millionaires say that they never worked a day in their life. What this means is that, they never stayed without working on what they really loved, the reality is that when you are doing what you really love to do, you seem to have a continuous flow of excitement, energy, and ideas to do what you do even better. Here is a question for you: If you win a million dollars today or tomorrow, would you continue to do what you are currently doing? This is a great question. It simply asks you what you would do if

you had all the time and money you needed and you were free to choose your occupation.

The reality is that, self-made millionaires, if they won a million dollars or naira, would continue doing what they are doing. They would only do it differently or better or at a higher level. But they love their work so much that they wouldn't even think of leaving it or retiring. Perhaps the greatest responsibility of adult life, when you are surrounded by so many different choices of occupation and career, is for you to find out what you really love doing and then dedicate yourself to that field and no one else can do this for you.

### **ACTION EXERCISE TODAY**

Identify the type of work that you, enjoy the most. What activities have been most responsible for your success in life to date? If you could do any job at all and be successful at it, what would you choose? Set it as a goal, make a plan, and begin moving in that direction today.

### **WARNING: Always Know that, this is an Age of Action.**

**Internal Reflection for a Purpose Driven Life:** Everything in life has a purpose, everyone on this planet was born with and for a purpose. It is this purpose that is the only sources of meaning without purpose, life is an experiment or a haphazard journey that results in frustration, disappointment and failure without purpose. Life is subjective, or its is a trial and error game that is ruled by environmental influences and the circumstances of the moment. Likewise, in the absence of purpose, time has no meaning, energy has no reasons and life has no precision.



Therefore it is essential that we understand and discover our purpose in life so that we can experience an effective, full and rewarding life.

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***Day (10) Understanding Time from Internal Perspective:*** Time can be defined as the "duration regarded to the present life as distinct from the life to come or from eternity". This is the perspectives from which God operates because He has a time. The minutes something drops into the realm of this planet-into the physical, material world-it picks up time. When it leaves here, time is canceled, eternity is duration without measure or to say it in another way, time is a temporary interruption in eternity. Eternity has neither a beginning nor an end, for it is outside time. Time on the other hand, starts the minute we are born and ends when we die, it is but a brief parts of our existence here on earth. God who is internal, therefor exists outside time He is not against time, for he is its creator and he pronounced everything that he created to be very good. What we should know is that God is outside time even though he worked with people who are inside time.

The difference often makes us think that God is very low in responding to our needs, we think he is late in coming to our aids, which causes us to question whether God really cares about us. This difference in perspectives is related to purpose, God who sees the end from the beginning, sets our cause in accordance with his overall purpose, not our immediate need. His timing is always better than ours because he sees our whole lives and how they fit into his entire purpose for ourselves and others could we but understand his purpose when we want something today, or yesterday, he would say to us "if I come now, it won't be the best I have" that doesn't mean He is unconcerned for us in reality, His

*concern keeps him from giving us what we want. Many times God comes late and it's the right time.*

### ***THE PURPOSE AND IMPORTANCE OF TIME:***

*When God created us in time, he set a certain time for height of our maturity after that, our beauty will begin to decline, we are ready to move into eternity. This is possible because, time is not our permanent home, God placed us within time but made us to be eternal beings.*

*The word beauty has to do with maturation, fulfillment and perfection in other words, God creates everything with a purpose and gives every purpose a time that allows it to progress to perfection.*

*He makes everything beautiful in the time he creates or gives it, now, the essence of this knowledge is for you to understand that there is always time for everything and need to understand that time is used for the accomplishment of your purpose here on it* ***Fredlink Inspires.***

*Today's exercise and reflection*

- ✓ *Time was given to you to fulfil your purpose in this life.*
- ✓ *Time is always given for a completion of a purpose*
- ✓ *Time that is not used for its intended purpose is wasted and lost*
- ✓ *Always know that there is eternity in your heart because God placed it there.*
- ✓ *Everything that happens in this world happens at the time God chooses.*
- ✓ *Always know that time was given to you to fulfill your purpose in this life. Don't be like Methuselah, of whom it is recorded that he lived 969 years and then died that is all we know about his life.*

*All your mission in life should always be to maximize your time so you can live an effective and productive life style.* ***Fredlink Inspires***

***For More contents on How to Manage Your Time, You Can Send us a Whatsapp Message on: 2348065151967.***