

# IMAGINE...

## HAVING ENOUGH TIME

### 5 STEPS TO BECOMING A MASTER OF TIME

by Christopher Bueker



**I**MAGINE YOURSELF with enough time for friends, family, work, and play. Imagine feeling intentionally productive, while maintaining health and well-being. Imagine feeling like you are a master of time. I imagine this for myself on a daily basis. The intention of this article is to briefly introduce ideas associated with an effective time management system so that your imagination can become reality.

As defined by Claessens, Roe, and colleagues in 2007, time management refers to “behaviors that aim at achieving an effective use of time, while performing goal-directed activities.” The academic research on this topic is underdeveloped. The information shared in this article is based on personal experience that produces results.

Coupled with the practice of mindfulness, an effective time management system includes 5 steps that involve the person’s belief systems, his/her definite chief aim or life purpose, planning, doing, and reflection.

#### 1. Examine your belief system

*“Any idea, plan, or purpose may be placed in the mind through repetition of thought.” ~ Napoleon Hill*

A person’s behaviors originate from his/her subconscious mind; and a person’s personal belief system is held in the subconscious mind. A person’s actions are filtered through the conscious mind. The belief systems a person holds in his/her subconscious mind are very powerful and significantly influence how a person sees the world. A person can only experience success by external measures when he/she maintains the belief that he/she is a successful person. The following includes steps on how to adopt a belief system that allows a person to manage his/her time and actions effectively.

- Read literature focused on happiness, success, prosperity, leadership, and wealth.
- Involve yourself with other people who are engaged in personal development.
- Practice the “As if” mentality. Behave as if what you are affirming is already manifested in your life.

- Visualize yourself as productive, organized, well-rested, stress-free, and feeling happy and compassionate.

#### 2. Define and clarify your life purpose

*“The subconscious mind may be likened to a magnet, and when it has been vitalized and thoroughly saturated with any definite purpose it has a decided tendency to attract all that is necessary for the fulfillment of that purpose. Like attracts like.” ~Napoleon Hill*

Many people who report meaningful levels of happiness have linked their career with their life purpose. Many people who are successful believe that life has meaning and the other people who are successful seem to create meaning in their life.

#### 3. Plan

Planning involves writing to do lists, prioritizing tasks, and scheduling them into your planner and/or calendar. Look at intentions and/or goals daily.

#### 4. Do the work

When you have the momentum of the first three steps, doing the work becomes a whole lot easier.

#### 5. Reflect on the effectiveness of your actions

When you are producing reliable results consistently, you know you have imprinted a positive belief system into your subconscious mind. This is a brief overview of an effective time management system. The practice of mindfulness is also an integral part of any effective time management system.

*About the author: Christopher Bueker is Career Coach with The Point, Arc of Northern Kentucky where he assists people with developmental disabilities gets jobs they enjoy in the community. He is also a mindfulness and Yoga instructor; he teaches at Four Directions Studio in Westwood and other various studios and centers in Cincinnati. [www.ChristopherBueker.com](http://www.ChristopherBueker.com)*

