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Where did the time go?

It wasn't that long ago that people had the time and were able to visit their friends during the holidays and wish them a happy and healthy New Year. Nobody cared about waiting for two hours while the pizza dough rose and people were happy to wait for the postman to bring a postcard or letter from friends. It wasn't even unusual to wait three days for the vacation photos to be developed.

These situations – common a few years ago – would drive people crazy today. What happened to our patience? Or, what happened to time, which seems scarcer. The *to-do* list gets longer every day. You blink and the year is over, and a new one has begun.

So, what happened to time? What happened to how it's measured? Why are there so many things to do? Why is there so much anxiety over getting everything "right now?" Why is there a sensation that time flies? Why all of this . . . at once?

Obviously we're not going to pretend to answer these age-old questions. On the other hand, we do believe we can incorporate a few habits to make our daily routine less stressful and more gratifying.

1. Sense of urgency

Having a sense of urgency is critical to drive pro-activity and conclude the tasks that need to be performed. On the other hand, an exaggerated sense of urgency generates anxiety and creates a rhythm that causes us to be on constant lookout for the next task instead of how to avoid the urgency.

Out of the blue we realize that the day is over, the month has gone, and the Holidays are back.

Also, an excessive sense of urgency makes us feel like we are always running against the clock. This, in turn, discourages planning and organization, which are critical skills of time management.

If you feel that you are in the eye of the storm, stop, have a break, organize your things and assess if the urgency is real or just an unhealthy habit.

2. Importance

Memory is often considered to be a process that has several stages, including acquisition, consolidation and retrieval. Acquisition relates to the information we want to keep. For this data to be duly archived in our memory (consolidation) we need to focus our attention during the acquisition stage, we need time to better understand it, not to mention a good night's sleep, among other actions. In an environment where we are permanently bombarded with millions of bits of information, with a minimum response time, most of the contact with the acquired data is superficial, making consolidation—and subsequent retrieval—difficult.

The above paragraph explains why we get surprised with the "sudden" arrival of the end of the month or of the year. It's like we were only reacting to stimuli, without the opportunity to deepen our knowledge and without reflecting upon what we are going through. Worse, we could be creating a sensation of under achievement. Not enough time? Probably time is not the issue.

Perhaps we did not use objective criteria to differentiate what is really important from what is irrelevant information.

3. Carpe Diem (Enjoy the day)

If you want to work 24 hours a day, you will always be able to find "something" to do. If you want to be connected 24 hours a day on

Facebook, Instagram, Whatsapp, or Twitter, you will always be able to find new stuff to involve yourself with. The over-stimulus or excess steals pleasure from the moment. It takes away from the people you are with. Regardless of how you work, get connected or have fun, enjoy the moment you are in, to get a meaningful satisfaction in whatever you're doing. This makes the experience more valuable.

4. You decide how to manage your time

Regardless of how we use time, the day will always have 24 hours, the week seven days, and the year 365 days (or 366). Nobody takes the time away from us. What we do with it is a personal decision. Every time we wake up, we make a strategic decision on how to use the most valuable resource we own . . . time.

Plan, prioritize, and act. Go after your goals, dreams and wishes. Do not forget to live and enjoy every moment at work, at home, at school, or even while stuck in traffic.

If your goals, wishes and dreams involve changing habits we invite you to see the attached video. It is roughly three minutes long, and gives us great hints on how to incorporate new habits in only 30 days. It's worth the time . . .

http://www.ted.com/playlists/81/ted_in_3_minutes.html

See you next time. We welcome your feedback.

To know more of our training programs, please send us an e-mail to:

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