

### **Organizing Hint**

I hear many people say that a lack of time is a major issue. The real issue is usually a lack of clarity on what a project really is and what needs to do with it – the action steps.

One common mistake: Using a calendar as a “to do” list. It’s better to have two tools for time management. The calendar manages hours and minutes; the “to do” list manages activities that have to be budgeted into the hours and minutes. This combines the flexibility of a to do list, which can expand and shrink, and the limited commodity of time you have to work with.