

“Managing Our Time” by Selena Rodriguez, from [www.SouthBeachMakeovers.com](http://www.SouthBeachMakeovers.com)  
October 13, 2007

I asked South Florida-based **Time Management Expert and Professional Organizer Suzy Wilkoff** for some helpful hints on managing time. Suzy said, 💕 *There is no real reason why anyone “has” to work 14 hours a day/7 days a week. For many people, it is important to monitor how much they are working, and to be careful not to work too much.* 💕

WOW--Decide that you are going to make time for yourself!

The important first step Suzy shared was:  
**“Decide that you are going to make time for yourself.”**

For most people, this is the biggest hump to get over. Be responsible -- not having time is also a choice which *you* have made, and now you can make a new choice to create the time for a full and satisfying life.

Suzy suggests to her clients that each day they make a to-do list, which is divided into 3 areas:

1. **Short-term goals** (goals for *today*),
2. **Mid-term goals** (goals for the next 1-2 weeks)
3. **Long-term goals**



It is important to periodically set goals (including make time in your to-do list to make your to-do list for that day). By **writing down your goals**, reviewing them daily and checking off the ones you have achieved or completed, you can consistently work toward actually reaching goals which may otherwise have been forgotten or put off, as well as discard any goals which you discover along the way to no longer be your goals.

In making time for yourself, it is essential to take, at the very least, small bits of time for yourself each day. **You can start with simple things**, such as getting up a little earlier to enjoy your cup of coffee in peace, or shutting the door to your office 15 minutes per day and simply relaxing or meditating.

Whether you live in South Florida, or anywhere else in the world, Suzy Wilkoff can help you to manage your time. **Suzy loves to do the things that you don't like to do!**

*If you would like her expert assistance in getting your time in order and/or organizing your space and your life, you can contact her at Tasks Unlimited:*

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