

Easy Ways to Use
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to Manage Your
Work and Life

MORE TIME FOR YOU



A POWERFUL SYSTEM TO ORGANIZE
YOUR WORK AND GET THINGS DONE

Rosemary Tator *and* Alesia Latson

Positive words for *More Time for You*

“*More Time for You* offers a powerful and practical system that anyone can apply in their lives for immediate results.”—Jackie Glenn, Chief Diversity Officer and Senior Director of Human Resources, EMC Corporation

“The principles and practices in *More Time for You* have enabled and inspired our global sales team to produce results far beyond expectations, as we look forward to even greater performance and productivity.”—Ray Hollinger, Director, Sales Development, IHS, Inc.

“*More Time for You* has given me a much needed breath of fresh air. As a manager, I knew how to organize at work but was not very effective at balancing my day-to-day life. The techniques and systems the authors share in this book have helped me see that I have the power to get it all done as well as have the time to enjoy life! And these tools are very easy to implement. I wish I could have read it sooner!”—Marla Dillard-Lemons, Quality Systems Manager, Ford Motor Company

“The practices in *More Time for You* have been eagerly embraced by our busy corporate and field-based employees looking for new ways to be productive and focused in both their work and home lives. One of the things our employees found most helpful was learning the habit of capturing everything in one place. For many people the impact was immediate! They were released from the anxiety of worrying about all the things they had to do—wherever they were currently being stored. After implementing this practice, people reported sleeping better, taking more time for exercise, and generally feeling more in control of their lives.”—Helen Zarba, Director, Education and Training, Bright Horizons Family Solutions LLC

“When Rosemary and Alesia tried to convince me to consider a new approach to managing tasks and time, I was dubious at best. I am grateful they were so persistent, because their approach has changed my life. I now have peace of mind knowing that my priorities have a place on my calendar, and I need no longer worry about what I might be forgetting to do!”—Elaine Gentile, Leadership & Organization Development Manager, Iron Mountain, Inc.

“Trying to get more done in less time is a challenge we are all facing during these times. Finally—a practical guide that provides readers with a clear roadmap toward increased efficiency. This book will change your life.”—Mike Hyter, President and Managing Partner, Global Novations

“A man I admire was once described by one of his peers as a consummate old-school gentleman, ‘having time for me at the drop of a hat—he is never hurried, always patient, always willing to listen, and never unavailable.’ *More Time for You* is a book that captures relatively easy tools that allow us to be patient, attentive, and available in our lives—on the job, to our loved ones, and in our communities. It embraces today’s technology to create room for each of us to live old-school lives.—Stuart Fross, Partner, K&L Gates, LLP

“With a one-hour commute, two brands to manage, a daughter in college on the East Coast, a son in high school on the West Coast, and a wife who signed up for more companionship than I could give, I was spread too thin. I had all the tools

but lacked the system to put them to work. *More Time for You* has restored my quality of life. The techniques and tips for achieving greater organization, productivity, and order in life are simple, understandable, and easy to implement.”—Pete Worley, Brand President, Teva and Simple Shoes, Deckers Outdoor Corporation

“The African Proverb ‘For tomorrow belongs to the people who prepare for it today’ captures the thoughtfulness and brilliance in *More Time for You*. We, the people, spend so much of our time wasting it away. As best said by Anne Frank ‘How wonderful it is that nobody need wait a single moment before starting to improve the world.’ This book gives us the opportunity to regain our time so we can contribute to our world in a more meaningful, creative, productive way!”—Valerie E. Patton, Executive Director, St. Louis Business Diversity Initiative

“Although I’ve always considered myself an excellent manager of my business and personal schedule, after reading *More Time for You* I now feel that I may have been the victim of an overactive ego. The authors’ sage advice, written and laid out in a clear and concise manner, is a refreshing and insightful demonstration of just how easily you can get more out of every day. I know that it made an immediate impact on my daily routine; and it could change your life!”—Michael D. Lyons, Prudential Lyons Group Real Estate

“One trait the happiest and most successful people I know have in common is the rigor and discipline with which they manage their time. While each of us has been given the gift of time, few would say they manage this precious resource wisely and well. This book enables you to set and fulfill your dreams, making time for what’s most important to you instead of simply living each day like you’re two steps behind on the treadmill of life. It contains the tools successful and fulfilled people use to seize the gift of time with purpose and passion, so they can live their lives with maximum meaning and minimal regrets.”—Susan Hodgkinson, Founder and Principal, The Personal Brand Company

“This book brings new insight and clarity to one of the big challenges of modern life: keeping true to oneself while managing—or saying ‘no’ to the ‘stuff’ of busy lives. As a parent, spouse, friend, entrepreneur, and cancer survivor, I will look to *More Time for You* again and again. The ideas, tools and thinking of this book will help you move from a life of good intentions to a more intentional life.”—Terri Nimmons, Principal and Founder, Stone Lake Leadership Group

“*More Time for You* sets forth a tangible battle plan for conquering the ‘Holy Grail’ of productivity—how to balance the must do’s and have some quality time left for you. Where Covey began the dialogue, Tator and Latson continue the journey toward successful time management, providing the reader with up-to-date strategies and tactics for slaying the ‘procrastination dragon’ and creating more time for the areas of your life that matter! Whether you report to an office, work remotely, are a student or a homemaker, this book is a must read, providing aspirations of what your life could be and inspiration on how to get there.”—Michael Floyd, Founder, CEO, Pharmaffectiv, LLC

(Continued on page 228)

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		A Powerful System to Organize Your Work and Get Things Done					

ROSEMARY TATOR and ALESIA LATSON

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*To Roosevelt Wilson, Linda Wilson, Debra Latson,
and Michael Latson:*

Your memory will live forever in my heart.

—ALESIA

To June and John Meehan:

*You have inspired me, and thousands of others,
to be all you can be.*

—ROSEMARY

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CONTENTS

ACKNOWLEDGMENTS	ix
INTRODUCTION	1
<hr/>	
PART 1: SO MUCH TO DO	5
CHAPTER 1 TIME AND EFFECTIVENESS	7
CHAPTER 2 THREE COPING STRATEGIES THAT DON'T WORK	25
CHAPTER 3 TIME AND YOU	39
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PART 2: KNOWING WHAT YOU WANT	47
CHAPTER 4 BEING CLEAR ABOUT WHAT IS IMPORTANT	49
CHAPTER 5 CREATING YOUR LIFE	61
<hr/>	
PART 3: THE MORE-TIME-FOR-YOU SYSTEM TO ORGANIZE YOUR WORK AND GET THINGS DONE	73
CHAPTER 6 CAPTURING YOUR THOUGHTS	74
CHAPTER 7 DESIGNING YOUR DAYS	92

CHAPTER 8	DREAMS COME TRUE WHEN YOU PLAN	113
CHAPTER 9	MANAGING E-MAIL	122
CHAPTER 10	REDUCING E-MAIL VOLUME	148
CHAPTER 11	BACK ON THE TRIAGE WAGON	160
CHAPTER 12	SOCIAL MEDIA IS HERE TO STAY	164
CHAPTER 13	RELAUNCHING YOUR CREATED LIFE	174
CHAPTER 14	PARTING WORDS	197
APPENDIX A	IMPLEMENTATION ACTION PLAN	199
APPENDIX B	ADDITIONAL TECHNIQUES FOR MANAGING CALENDAR AND E-MAIL SYSTEMS	202
	NOTES	219
	INDEX	221
	ABOUT THE AUTHORS	227

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—Rosemary Tator and Alesia Latson, 2010

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