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The abridged article below was written for a United Business Media newswire service and has been posted here in order to offer additional value and actionable thought to your organization from ActumConsulting.com.

Make the Most of Mondays

Workplace Time Management

by

The Strategist
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I don't do 'time management' I do 'It Is Finished!!' The 'Mondays' can happen on any day and comes mostly from our sense of a 'lack of accomplishment', not only at work, but for personal time as well.

As a coach and mentor to many, I have discovered that the best way to set you up for a successful week is to 'complete' the previous week correctly. Yes, develop a game plan for how to get things done throughout the week.

For the neophyte I implement these check-offs to start the transition.

1. **Redefine Time** - Monday is not the first day of the week, begin on Sunday. Schedule everything and on each day including work assignments, play, rest, and don't start the weekend at lunch on Thursday.
2. **"Minutes Matter"©** - Do your best to calculate the start and end time to each work assignment, project, task, play, rest, etc., and then add half again as much. Why? Stuff happens.
3. **Make 'New Years Resolutions' DAILY** - Resolve to start and 'finish' each item on the schedule by not leaving it and sticking to the assigned time allowed and then checking it off.

A person can get their head in the right place to start any day when yesterday ended with, 'It Is Finished!' "Achieving success doesn't make you manage your time well; managing your time well helps you achieve success".

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