



## March Pay Day Pointer for Interface Finding the balance

The first quarter of 2008 has rushed by at breakneck speed, in a blur of activity, deadlines, hectic schedules, and never ending to-do lists. With Family Day on Monday, now is a great time to slow down and reassess your work-life balance and your priorities.

You are the greatest asset you own. Within you lie the power and the ability to create whatever you choose - a new life, abundance, happiness, health and immense satisfaction in your work.

You can make a great and lasting difference in the lives of others. You can change the world.

But you can only do this if you nurture yourself and develop the potential that lies within you. You cannot achieve success, happiness or anything else if you are rushed off your feet every moment of the day.

Brian Koslow had an answer for the chaotic rush of modern life. He said, "If you nurture your mind, body, and spirit, your time will expand. You will gain a new perspective that will allow you to accomplish much more."

I know you will say that you don't have time to nurture yourself. Take heed of Charles Buxton words, "You will never find time for anything. If you want time, you must make it."

Here are 10 great tips to take back control of your time and bring balance back into your life.

1. Make a habit to "take a moment, take a breath, and take a look" several times each day.
2. Schedule "me-time" every day to focus on your priorities, to dream, to visualise your future, to grow spiritually.
3. Respect your "me-time" as you would any other appointment or deadline. It may not be urgent, but it is very, very important.
4. Learn to say "no".
5. Simplify.
6. Accept help and delegate.
7. Don't procrastinate. Make a list of priority activities for each day and get cracking.
8. Focus on one thing at a time. Trying to do several things at once is counterproductive and takes longer.
9. "Don't Sweat the Small Stuff".

It is your choice to live a life of fulfillment and joy, or to rush around putting out fires everyday, with no end in sight. Urgent things come and go, and there will always be something urgent demanding your attention. Unless you take control and decide to make time for what is truly important – time for yourself to think and grow, time with family and friends, time to dream and visualise your future – all the urgent things that crop up every day will control you.

We wish you a wonderful Easter weekend filled with ample time to focus on what's really important to you!

Kind Regards,

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