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# Focus

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## Control Your Time to Control Your Life

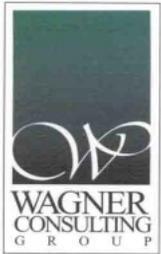
Time is your most important commodity; how you spend it defines your life. As an executive coach, time management is a frequent topic during client conversations. One client recently said in frustration, "I don't have time to time manage!" However, we were able to improve things for him with minor environmental tweaks (blinds on interior office windows, for example) and improved coordination with his executive assistant.

In contrast, consider the client with whom I have been working on time management for six months, who recently exclaimed, "I feel confident and strong." His current feeling of being in control is much different from the defeat he was feeling at the end of each day when too many tasks were left undone. This man's title is chairman, by the way.

151 million hits appeared when I Googled "executive time management" just now, and it's a perennial hot topic. I've discovered, over many years, that no single technique works for everyone, and that it usually takes some experimentation to find the best approach. That said, I favor John Wiley's Time Mastery Profile as a starting point. This online profile is easy to complete and has the best distillation of practical time management advice I've ever found. You can download a sample Time Mastery Profile, including all the time management tips, from the DiSC Leadership Development Tools page in the Services section of my website, [WagnerCG.com](http://WagnerCG.com).

Now, about that to-do list . . .

Tom



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Time mastery coaching puts YOU in control

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