

# It's About Time...To Have an Attitude of Action!

By Paul J. Meyer

*Wish you had more hours in the day to get things done? Stop wishing and take action! Spend time getting things done instead of spending time wishing to get things done.*

What are your attitudes toward time? Feel like you're always running out of it? Never finding enough of it? Those would be most people's answers — but they don't have to be yours! The first step to getting the most out of your time is to analyze your attitudes toward it.

People who view frustrating circumstances as personal attacks usually react with anger or despair. If you examine your attitudes and behaviors regarding time and realize that you've been reacting negatively to frustration, then try this instead: Next time, try to react to frustration with acceptance and action. You will create new opportunities, promote a positive atmosphere, and eliminate the feeling of time frustration!

Whatever your attitudes about time have been, here's the truth: Time is the only resource equally available to every person, regardless of race, sex, age, education, past accomplishments, or the quality of intentions. We all have the same 24 hours, every day! It's how we manage our time that makes the difference.

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Effective time organization provides no additional time, but it makes each existing hour more productive. So, the best possible investment you can make is to use your time wisely. Invest your time in activities, work, hobbies, and relationships that have maximum meaning for you. The growth in your life is directly linked to how you control and use your time.

Modifying time behavior requires self-knowledge, short- and long-range planning, and understanding the benefits of time-control. These are some of the incredible benefits:

1. *Increased productivity*
2. *Increased income as a result of higher productivity*
3. *A greater enthusiasm for work and life in general*
4. *Eagerness to begin each day*
5. *Ability to tackle a long list of work items without depression*
6. *Ability to face problems without frustrations*
7. *Ability to handle crises*
8. *Improved decision-making ability*
9. *Adequate time for planning*
10. *Control of interruptions*
11. *More time for family*
12. *More time for personal recreation*

It's your time — it doesn't own you; you own it! Have an attitude of action, and make your time count!

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Since 1960, New York Times best-selling author and one of the founders of the self-improvement industry, Paul J. Meyer, has helped people effectively control, manage, and invest their time for the achievement of goals. To learn some of the techniques that Paul uses for managing his time successfully, order *Successfully Managing the Time of Your Life* today, available now at [www.pauljmeyer.com](http://www.pauljmeyer.com).

