



24 HOURS

MAKING THE MOST OUT OF EACH DAY

Table of Contents

***Introduction*..... 3**

***What’s The Plan?*..... 7**

 Develop a Sense of Purpose.....7

 List Your Short-Term and Long-Term Goals.....9

 Embrace the Power of the Calendar11

***Rise and Shine* 13**

***The Day is Dragging*..... 16**

 1 – Stretch, Exercise, Get up and Get Moving17

 2 – Look at What You’ve Already Accomplished17

 3 – Call a Friend.....17

 4 – Stop Multitasking.....18

 5 – Drink a Glass of Water.....18

 6 – Eat These Energy Boosting Foods.....18

 7 – Let Your Nose Wake You Up.....19

***I Wasn’t Expecting That!*..... 21**

 1 – Acknowledge That Life Is Dynamic and Chaotic.....21

 2 – Embrace a Positive Attitude22

 3 – Plan for Problems Ahead of Time22

 4 – Pump the Brakes.....23

 5 – Step Away Physically.....23

 6 – Is the Result Irreversible? If So, Do This24

 7 – Do Something New Every Day24

***Bedtime Already?*..... 26**

***Solid Sleep*..... 28**

***Regular Reflection* 31**

***Conclusion*..... 32**

Introduction



We are so fortunate, aren't we? We live in a world we were promised so many decades ago. Maybe you weren't around then. Your parents or grandparents were the ones that were told how amazing today was going to be. Technological marvels that exist today were predicted back then. Many of the responsibilities the average person had each day were going to be handled by machines and computers.

Advancements in global communication, technology, transportation, and productivity would give twenty-first-century people the greatest gift ... ample free time!

Those living in the last half of the twentieth century could only marvel at the carefree lives you and I would live and all of the wonderful free time we would enjoy.

Why, then, is spare time scarcer now than ever before?

Technology was supposed to free up so much time in our lives. Quite to the contrary, the more technology we invent and embrace, the less free time we seem to have.

What happened to the idea that technology would make life much easier? We were going to seemingly have more than 24 hours each day, so much more time to do the important things in life. Bucket lists were going to bow down to the seemingly limitless amount of free time we would have every day, week, and month.

Instead, we have to tackle our to-do lists with the uncomfortable knowledge that there's no possible way to do everything we need to get done. Not only that, but we'll no doubt have to move some of today's responsibilities to tomorrow or later in the week.

We work feverishly to make the most out of each day, but 24 hours doesn't seem like enough time to accomplish much of anything.

Time is truly fleeting - today more than ever before. Our minds constantly chatter on overdrive, trying to deal with everything we have to do daily. This leads us to jump from one task or responsibility to another. We always seem to be chasing our tails in a futile race to accomplish anything.

Then at the end of a hectic, labor-filled but fruitless day of activity, what's our reward? We fall asleep knowing that tomorrow will be here rapidly, delivering us another dose of poor productivity even though we are working tirelessly and at warp speed to do everything that needs to be done.

Does that sound familiar? It does for most of us. This common reality delivers self-doubt and self-resentment, lackluster performances at work and home, and chronic stress that can result in many serious health problems.

What if there was a solution?