

How-To Be or Not to Be On Time

by Pam Stevens

Are you or someone you know time-challenged? Learn to apply the time management principles theatre companies use in putting on a show and become the stage manager of your own life!

Tips

- 1) Start with the end in mind, and like a cast and crew getting ready for the time-certain deadline of a curtain going up, make a list not only of WHAT you need to do but WHEN to do it, like a theatre company's "call board."
- 2) Set priorities and do things in the order of their importance.
- 3) Guard against the "Columbo syndrome," the tendency to do just "one more thing" before moving from one project to the next. Enjoy the moment, but recognize when to wrap up and move on.
- 4) Remember key things but avoid distractions – be like a focused chicken running toward a goal!
- 5) Learn how to tell time. It's easy to procrastinate on even starting if we overestimate how long something will take, but if we underestimate, then it's "uh, oh!" as the deadline approaches.
- 6) Like a theatre company, organize your costumes in advance – and be ready for quick changes! This is good advice for all metaphorically but also literally: figure out what to wear to work the night before!
- 7) Beware of perfectionism. Remember the perfect is the enemy of the done!
- 8) Exercise your eeny-meany-miney-mo muscles and don't get bogged down in decision-making.
- 9) Pay attention to the passage of time and learn to speed up your pace (without panic) and intensify focus as a deadline approaches.
- 10) Remember: All the world's a stage – and we are the stage managers of our own lives!

By following these tips, a time-challenged Pammie can become a punctual Pam. It's possible!

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