

Time And Stress Management Myths

Myth	Reality
Busy people achieve more.	People with clear goals achieve more and are more effective. Always clarify what is important versus what is urgent!
Having a busy vibe is good for our office/workplace.	People often escape scrutiny in a busy environment! <i>Don't confuse activity with accomplishment.</i>
If I plan well I will eventually be caught up.	You will never be caught up!
If I get organised, I'll be able to achieve everything.	There is never enough time to do everything, but there is always enough time to do the most important thing.
If I sort out the small things first the big things will take care of themselves.	Do first things first and the rest takes care of itself.
It takes too much time to delegate – you are better off doing it yourself.	Delegation is one of the best pay-off investments.
I don't have time to plan it is better to just get on with it.	Every minute of planning saves 10 minutes in execution.
Time management destroys spontaneity.	Good time managers free up creative space and are more spontaneous.

"Your mental picture of yourself has a powerful effect on your behaviour."

Brian Tracy