



The Future Within

Smoothing the way for women
who have lost a spouse
to chart a new course.



Patricia Muscari

Welcome to Fresh*Breezes: Thoughts and tips for life's transitions..

I just took a lovely one-hour break in my day that I had not planned on. A friend called me to go for coffee; we ended up at a warm neighborhood bakery and coffee shop called Buffalo Doughboy. Although this may have shortened my time for writing today; it built in valuable time with a good friend. And he also gave me another idea to include here for you. He is an artist who is doing some experimenting with time management. He achieves more by grouping similar tasks together, e. g., he completes all his computer-related jobs, one after the other, then transfers his attention to another activity he has scheduled-- perhaps unleashing his creativity on a canvas.

Capture Two More Hours in Your Day Now

Grouping like activities together minimizes a lot of running around between tasks.

My favorite time management tool is to schedule my prime, or most important, tasks at the same time every day. For example, I start my pilates or weight-training at 9:15 AM and walk home by 11:15 AM. From 1:00 PM until 5:00 PM is set aside for my clients on weekdays. Time opens up before and after my prime planned activities. Since I know when my open times are I use the time better.

Evenings and weekends are more flexible and unusual tasks can be easily fit in. However, time is set aside 4 nights each week for socializing and dance with friends. Weekends have certain times for spiritual revitalizing, house work and again being with friends.

Another flexible time is the early morning. I start my day with breakfast, relaxing with the morning paper--getting my "alone time." This can be from 30 minutes to 90 minutes, and the time is flexible and adaptable; it can include getting things ready for a meeting at my house, getting some clothes in the washer/dryer or even change to networking with prospects at the local coffee shop.

One final tool for opening up time in the day is to drop some commitments. Look closely at the things you have committed yourself to. Do they help you reach

the goals you have in life, or are they pulling you down and depleting energy. If they are, get rid of them! Keep in your life the things that enable you to be the person you want to be.

You will have more than two additional hours. I guarantee it! Maybe you will have more time for your bliss--my friend did--he completed another painting and just sold it!

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*Every choice moves us closer to or farther away from something. Where are your choices taking your life? What do your behaviors demonstrate that you are saying yes or no to in life? ~Eric Allenbaugh~*

*"Now" is the operative word. Everything you put in your way is just a method of putting off the hour when you could actually be doing your dream. You don't need endless time and perfect conditions. Do it now. Do it today. Do it for twenty minutes and watch your heart start beating. ~Barbara Sher~*



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Call Patricia at: 303-794-7824. *This can make all the difference in reaching your goals.*

Would you like to go directly to my website? Go to: <http://www.TheFutureWithin.net>

**Topic of our next issue on June 13: And What Are Your Intentions...?**

**[Mailto:Patricia@TheFutureWithin.net](mailto:Patricia@TheFutureWithin.net)**

I would love to hear what topics YOU would most like to see covered in upcoming issues. Email your ideas to [Mailto: Patricia@TheFutureWithin.net](mailto:Patricia@TheFutureWithin.net)

You can check out all past issues of this newsletter on my website: <http://www.TheFutureWithin.net> at the Ezine Page Archives.

My warmest thanks to you for receiving this ezine. My true wish is that you have love in your heart throughout the New Year and always!

With sincerity and love,

Patricia Muscari

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