



Commentaries and Insights from Allawos & Company

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Creating Routine Habits Pay in Reducing Frustration

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We all live in a world that is increasingly more complicated than in years past that can lead to more stress and frustrations in our daily lives. To manage these issues better, think about your current routines for a moment. Your morning routine of showering, shaving, brushing your teeth and getting dressed, or, starting your work routine of reviewing the mail, making coffee and clearing off your desk. These are all things, or tasks, that we do each day, usually around the same time. What's more, we probably do them without giving them much thought.

In fact, while working through these acts, we probably don't even think about the actions that we are performing at all. Instead, we let our mind become occupied with other thoughts such as items to add to our "to do" list, or the logistics of updating our web site and other daily functions. The great thing about these routines is that they allow us to accomplish a great deal of mundane tasks while simultaneously allowing our creative thoughts to flow.

So, what does all of this talk about routines mean to you and your new time management plan? By establishing certain routines each day in order to complete our mundane tasks, you can accomplish more items on your "to do" list while still managing to carve out time for free flowing thoughts and brainstorming.

There are two keys to establishing good routines. First, make sure that the items that you place in the same routine category are similar in act, or at least in location. Secondly, make sure that these items can be completed during the hours of each day to get a sense of accomplishment.

For example, sorting your incoming mail/email, clearing your desk of paperwork, or paying bills can all be included in the same routine. These items are mostly similar in act, and are all done at the same location -your desk/work station-, and they can all be done around the same time each day.

If you schedule this routine first thing in the morning on your "to do" list, then you can use the time to think about the day ahead and mentally review your schedule. If you plan this routine towards the end of your business day, you can use the time to contemplate your "to do" list for the next day. It's also important to cross off each completed task to visually show a sense of accomplishment.

No matter which set of actions you choose to incorporate into routines, or what time of day you choose to complete them, once they are established you will begin to save time almost effortlessly and reduce the frustrations you endured without having those routines in place.

Did I mention that the pre-cursor to routines is to create a "to do list". Most successful people have them and they come in many different styles and forms, note pads, scratch pads, spreadsheets or computer prompting to name a few. The key is to pick one that you are most comfortable with, keep it in a visible place in your work area and stick to it.

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