

THE POWER OF A MINUTE

A ten minute coffee break five days a week amounts to forty-three and one-third hours during the year - the equivalent of a one week vacation. Yet as a series of ten minute break. They seem so insignificant.

This is not to promote a shorter break. It is a reminder of how significant small chunks of time become when they are repeated again and again. Using small segments of time consistently over the years will allow you to accomplish a lot more than the average person.

Think of all small segments of time that are not being utilized productively. That twenty-minute drive to work each morning. The ten minute wait for the bus every night. The fifteen minute wait in customer's lobbies. The half-hour in the doctor's waiting room. The ten-minute wait in the supermarket line. The five-minute delay until the weekly meeting gets underway. The two minutes you're "on hold" when telephoning. All of these time could be utilized for things such as writing, dictating, planning, memorizing, creating, rehearsing, listening, studying or sorting mail.

It's not necessary to utilize every minute of the day. Nor should you feel guilty if you simply put your mind in idle during these fragments of time. But if you are interested in excelling in a certain area of "getting ahead of the pack", these fragments of time will help you do just that -without infringing on your scheduled family time, relaxation time or other personal pursuits. As Edward H. Griggs stated long ago, "Fifteen minutes a day devoted to one definite study will make you a master in a dozen years.

Just as you can become wealthy by investing a small sum every week and allowing it to grow with interest for many years, so you can become exceptional in the field of your choice by investing small segments of time over many years. The difference is that you are not saving money, you are spending time. The Wonder of time is that you don't have to earn it or save it, you simply have to spend it. You are credited each morning with 86,400 second which must be used up by midnight. There can be no balance, no carry-over until the next day - whatever is not used for a good purpose is wasted time. When saving is not possible, the key to a successful life is in the spending. You can squander your time on meaningless activities, or you can budget your time carefully, using up your full quota on meaningful activities that relate to your personal goals.

Time is forgiving. Regardless of how you squandered time in the past, you get your full quota of 86,400 seconds everyday of your future. Unlike money, it does not get you into debt. You don't have to pay off past bills and interest charges. You remain debt-free with the opportunity of using wisely (or wasting) your full complement of time each day.

Observe how you spend your time. Be conscious of the hundreds of minutes that slip by each week unnoticed and un-utilized. Then ask yourself if you could make better use of those minutes. In a lifetime, they could represent year,. There's power in a minute.