

Excerpt from the Introduction to *Put More Time on Your Side: How to Manage Your Life in a Digital World* by Dr. Jan Yager (second edition, revised & updated) (Sound Wisdom, 2017, U.S. and Canada. For all other territories, including foreign rights, contact Hannacroix Creek Books, Inc., [hannacroix@aol.com](mailto:hannacroix@aol.com))

Russian playwright Anton Chekov, who had to earn a living as a doctor, made the time to write the plays that would be his legacy.

Simon & Schuster Editor-in-Chief Michael Korda still made time to write bestselling business self-help books that he intentionally had other companies publish instead of his own house.

I met a photographer yesterday at an art show opening that my husband and I attended in our hometown. She had one photograph in the group exhibit. She told me she is a bartender to support herself but she makes the time for her photography in the hope that someday that will be her full-time job. But she is not just dreaming about doing photography. She's making the time to do it.

I learned early on, when I was raising our two sons, that time management was going to be the way I accomplished things during the hours when our sons were in school. When our youngest was in nursery school, I used those three hours to work on a novel.

As the married mother of two grown sons and one grandson, with a core of devoted friends, a close bond with my older sister, and with a wonderful relationship with my husband, I feel fulfilled in my personal and professional lives. Of course my time concerns are different now that my children are grown and independent, but I still have to juggle the demands of teaching several college courses and being an entrepreneur, a writer, a coach, and a speaker.

The system I call the P.I.E. Technique, which is the subject of Chapter 9, is one of the ways I achieve so much. You may develop your own system. But the key is to figure out not just what you have to do, as well as what you want to do, but, if you're not achieving as much as you know you can accomplish in



any given day, learning time management skills that could help you to become more productive. The key is to move along the many projects, or even different jobs, that you are doing so that you work on, and finish, all that is demanded of you or that you choose to do.

Yes, there's always room for improvement for all of us. For the new book on friendship that I am working on, I interviewed a bestselling romance writer, Loree Lough, who has published more than 100 novels. If you consider an author's productivity based on how many books she or he publishes, Loree is obviously more productive than me. So there will always be someone who achieves more, as well as others who achieve less than you. However, that's not the key issue. *We are only in competition with our best self.* Are you doing all that *you* can do? If you could be doing more, or even the same amount but different things, that's all that matters. *Your* reality. *Your* goals. *Your* productivity.

*Setting one or more goals for each and every day is one time management skill that will take you far in achieving more in your job and in your life.*

There are some of us, myself included, who have been fortunate to be goal oriented from a very early age. My parents were both very goal oriented; my father, William Barkas, was a dentist and my mother, Gladys Barkas, was a kindergarten teacher. For me, goal setting came naturally because of their examples. However, because I am so driven to succeed in my career, I have found that one of the key time management skills I had to learn was how to have a balanced life because both of my parents were workaholics.



That's the power of time management training. You can look at who you are and you can figure out what you are doing based on the habits you developed because of your childhood, school, and even your earliest work experiences. But you now have the opportunity to reassess how you go about your work and your relationships. You can decide what habits are in your best interest to perpetuate and which ones you want to change.

*We bring to how we handle our time not just the childhood experiences and the influences of the authority figures and peers who shaped us but also our own personalities.*

Anyone who has raised at least one child, or even if you have taken care of an animal from birth, you know that we are all born with a personality that is unique to us. We can, of course, mold our personality if we want to, to some extent, but there are tendencies that we start with and that may always be there. Recognizing what your tendencies are, and working with your inclinations or learning how to work around your propensities, will take you much further than if you are clueless about what is at your core.

For example, throughout my lifetime I have definitely been labeled as a "high energy" person. If you asked most of my classmates from my early school years, probably the majority would have predicted that I would have published at least a couple of books by this point in my life; my writing talents were clear by the time I was ten. But I think it is definitely my time management skills that have enabled me to publish more than 40 books translated into 34 languages and to keep track of those books, as well as the projects that are still "in the works."

Think about your own tendencies. Are you a high, medium, or low energy person? Do you do better working on one thing at a time or juggling several projects simultaneously? Can you



concentrate with lots of distractions around you, or do you have to have a controlled and quiet environment?

### **Leaving a Legacy**

In *Put More Time on Your Side*, I am going to ask you to be thinking about your own legacy, whatever your age. Ask, and answer, these pivotal questions:

1. What do I want to accomplish at work?
2. What do I want to achieve in my personal life?
3. What relationships do I value the most that I want to put time into?
4. What is my purpose here on earth?
5. What legacy do I want to leave behind?

Time management teaches us practical skills to get our everyday work and personal concerns accomplished so we have more time to contemplate, and work toward, our answers to those pivotal five questions. It won't answer those questions for us, but at least we will be more likely to have the time each and every day, or at least once each week or on a regular basis, when we are thinking of our answers to those questions and making the time to work on our legacy.

Thanks for reading *Put More Time on Your Side*. You will absorb a lot just by the act of reading. The second step, of course, is applying what you learn to your work and personal time. But the first key step is exposing yourself to new ideas or, if some of the ideas you have read or heard before, reviewing those concepts and deciding which ones you will reinforce.