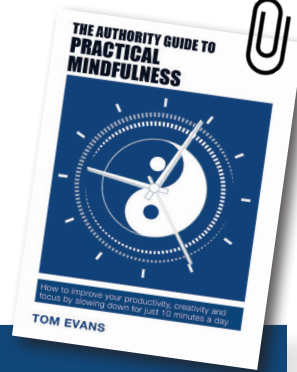


# 10 ways to be better at business

## PRACTICAL MINDFULNESS Mindful Time Tips



### 1. Keep a diary

It might sound a bit basic, but a diary is a 'whole brain' device where both sides of the brain work together. The right side gets the overall picture and the left side can work on the detail.

### 2. Keep appointments

Plan your time carefully, being mindful about when you're at your best. Once your time is allocated, it's easier not to move things for meeting requests when you already have work scheduled.

### 3. Be on time

Once you have a diary, you must stick to it. If things slip a little, check you're not procrastinating. If you are meeting someone, be respectful of their time and arrive ahead of schedule if you can.

### 4. Make creative dates

Let your creative side shine by scheduling creative activities that you either take part in or watch. This will give your left brain a break from being 'in time' and has the effect of slowing time down.

### 5. Be in time

Switch off your phone, emails and social media. Be present and in the present. Honour your time and the time of others. If you are engaged creatively, respect the process and privilege and get involved.

### 6. Allow things to thrive

While our brains are engaged in thinking about what we want, they are in transmit mode. If we allow our brains to go quiet and our lower mind centres to act as our guides, what we desire will just show up.

### 7. Roll with the days

The days of the week are arbitrary, try re-allocating them to focus on different tasks or projects on different days. How about 'Marketing Mondays', 'Free Day Fridays' or 'Writing Wednesdays'?

### 8. Follow the moon

Run your projects around the moon phase. A new moon is a great time to kick off a project. new moon to full moon is the time for project gestation and full moon to new moon is prime for action.

### 9. A plan for all seasons

We can also work to the seasons. Each year, I write a book in spring. Autumn is then a good time to launch. When we manage our time to natural cycles, we can get more done in less of it.

### 10. Just 10 minutes of 'me' time

The best way to get more hours in your day is to meditate. Starting your day with a quiet mind opens you to opportunities, makes it easier to handle stress and encourages creativity and productivity.