TEN COMMANDMENTS FOR FINDING TIME

1. Stop complaining about not having time.

   — You'll only prove yourself right.

2. Be honest with yourself. *— Know what you're after and what you must do to get it.*

3. Determine what is preventing you from finding time. *— Accept what you can't change, work creatively to change what you can.*

4. Stop feeling guilty if you will really are trying.

   — Guilt only consumes more time and energy.

5. Project a professional attitude. *— Be first to believe in you.*

6. Know what motivates you. *— Incorporate it into your schedule in reasonable amounts.*

7. Invest in yourself. *— Earmark a portion of every business related dollar you make towards advancing your own career.*

8. Reward yourself when a project is completed. *— And not before.*

9. Be a discriminate volunteer.

   — Community service is not a waste time.

10. When you find time *— Use it wisely!*