



## Time Management and Happiness

I believe that the purpose of good time management is to help us to live happy, productive and meaningful lives. This strategy may help you in achieving that.

Each morning (or the evening before if you wish) note down what you plan to do. Throughout the day note down what you *actually* did and rate each activity according to how much it gave you:

**Meaning (M)** – Did the activity give you a sense that you were doing something important in terms of what you truly value, your life purpose etc?

**Accomplishment (A)** - Did the activity give you a sense of mastery from a job well done? Did you get into 'flow' when you did the activity?

**Pleasure (P)** – How much did you enjoy the activity?

If an activity gets a low score in all three MAP areas, then consider

- Do you *really* need to do it? Could you delegate it to someone else?
- Could you change the MAP score by changing the activity slightly? e.g. I find washing up alone boring but washing up with my kids whilst singing 'Bohemian Rhapsody' at full volume is both fun and meaningful to me. (I am not sure that my neighbours enjoy it as much as we do though!)

These three areas link to what Martin Seligman suggests are the three areas we need to focus on to lead happy lives. To read more about this I highly recommend his book 'Authentic Happiness'.

If you are a supervisor, you might like to consider how much 'MAP' your team members get in the average day.

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