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No Time! On Time!

Dear Penfabricans,

Often, we feel squeezed for time: running out of time or running after TIME. Are you also always running out of time? Time passes by in great accuracy by the precise flow of one second after another. It is always running at a regular, disciplined and timely manner: Never too slow, neither is it ever too fast! When we were at a young age, we used to think that time passes by too slowly while we waited impatiently from one memorable event to the next. However, as we grow older, suddenly we realize that time passes by so quickly without due consideration or attention to any of us.

Why do we feel squeezed for time? Are we suffering from the following symptoms?

1. Are we biting more than we can chew and thus, causing indigestion in our time management? Be realistic and know our own capabilities. Learn the art of job allocation.
2. Whiling away our precious time? Are we wasting away our minutes and hours being unproductive and engaged in time wasting activities?
3. Wrong priority. Are we giving the correct priority to the important and urgent tasks at hand? Many of us would do the jobs that we like at the first instance, while we disregard or procrastinate in attending to those more urgent but difficult jobs.
4. Time allocation. Schedule enough time for each essential task so that we have proper time management.
5. Failure is the mother of success. When we fail in some matters, do not waste time crying over spilt milk and refrain from throwing in the towel so easily. Rather, reflect, recharge, and find new ways to succeed.
6. Timing is an important resource as well. We have to learn the appropriate timing for our actions in order to succeed without squandering too much precious time.

How then do we find Time?

1. Should we find ourselves running out of time, replace this feeling with " I have enough Time for this matter ! ".
2. Prioritize our jobs each day. Know what we would like to achieve for the day. Evaluate them with our capabilities and resources. Be realistic with what we can do on each day.
3. Stop regretting or admiring the past. Resist the temptation to indulge in too

much dreaming of the future. Be present for the moment.

Let us take responsibility of our Time for and by ourselves. We cannot expect others to take care of this most precious commodity on our behalf. Let us transform our rambling mantra of "No Time" into the new found mantra of "On Time!" Make Time for all the important and urgent matters. After all, every one of us has the same number of seconds, minutes and hours in a day. Why do others succeed more than us? Food for thought. The essence is, how best to utilize each passing moment in a day. Remember, we exchange a day of our lives for us to live and breathe this one day.

Dear Penfabricans, Time is way and above the most precious resource in the world as each passing moment cannot be stopped or bought, even by an inch of gold. Treasure it. Be On Time.

Have a lovely weekend. Enjoy it, know that it will come to pass when the day is done.

Thank you.

With kind regards,

HSTeh.