



REPRINT GUIDELINES

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Organise your time better

Give your standards a holiday (if you wait till it's done perfectly, you may never get started).

Do the important stuff first.

Do the horrible stuff next (then you'll feel great and righteous for the rest of the day).

Practise saying 'no'.

Ask yourself "What would be the best use of my time right now?" (And would it be to 'do' more or less or to just do 'being'?)

Make decisions more quickly (why not model how the good decision-makers around you do it? Or believe that there is no wrong decision, just different ones).

Eliminate procrastination, because it takes time to do (one way is to change your self-talk, e.g. from 'I should'... to 'I choose to'... and notice how that affects your motivation).

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Barbara Buffton was a qualified careers adviser who one day decided to take her own advice and change her career! She has had four books published, including *The Which? Guide to Choosing a Career* (1998).