

March 4, 2009

Dear Readers:

### **Choose your rocks carefully.**

A short time ago I was watching a video by an expert on the subject of ***Time Management***. In this presentation he was speaking to a group of professionals and, to drive home a point, used an illustration to those professionals and I will never forget.

As the speaker stood in front of his audience of high-powered achievers, he said "Okay time for a quiz." Then he pulled out a one-gallon, wide-mouthed Mason jar and set it on the table in front of him. Then he pulled out a box with about a dozen golf ball-size rocks and carefully placed them, one at a time, into the jar. When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the audience said, "Yes." Then he said, "Really?" He reached under the table and pulled out a bucket of pea-sized gravel. Then he dumped some of the gravel into the jar and shook the jar causing pieces of gravel to work themselves down into spaces between the bigger rocks. Then he asked the group once more, "Is this jar full?" By this time the audience was onto him. "Probably not," one of them answered. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all the spaces between the rocks and gravel. Once more he asked the question, "Is this jar full?" "No!" the audience exclaimed. Once again the speaker said "Good!" Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the lip. Then he looked up at the audience and asked, "What is the lesson of this illustration?"

One engaged participant raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard, you can always fit some more things into your schedule." "No," the speaker replied, "That's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you will never get them in at all."

What are the big rocks in your life? A project you want to accomplish? Time with your loved ones? Finishing your education? Improving your finances? A special cause that's important to you? Remember to fit those ***BIG ROCKS*** in first or you'll never get them in at all. So, tonight or in the morning when you are reflecting on this Life's Lesson, ask yourself this question: "What are the big rocks in my life?" Then put those in the jar first.

- How we spend our days, is of course, how we spend our lives
- There is never enough time to do everything, but there is always enough time to do the most important thing.

- Time is a companion that goes with us on a journey. It reminds us to cherish each moment, because it will never come again. What we leave behind is not as important as how we have lived
- Time = life; therefore, waste your time and waste of your life, or master your time and master your life.
- The common man is not concerned about the passage of time, the man of talent is driven by it.
- Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week.
- This time, like all times, is a very good one, if we but know what to do with it.
- Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year - and underestimate what they can achieve in a decade!
- If you want to make good use of your time, you've got to know what's most important and then give it all you've got.
- Take care of the minutes and the hours will take care of themselves.
- You're writing the story of your life one moment at a time.
- Never let yesterday use up today.

If you would like to add a friend, co-worker or family member to my monthly newsletter mailing list please send me their e-mail address.

Talk with you next month.

Duane