

Manage Impulses Regarding Use of Time

These strategies are most effective when implemented before the impulse strikes. It's more difficult to rein yourself in after the fact than it is to avoid the temptation in the first place.

- Eliminate potentially exciting impulse stimuli before they occur, such as by unsubscribing from email alerts or canceling subscriptions that you really don't have time for.
- Give the devil his due—accept that a certain amount of time each day will need to be spent on relaxing and recharging your batteries. Build that time in so that it doesn't happen at less convenient times.
- Keep visual reminders up to counterbalance the impulse and keep you on task. For example, post up a picture of the vacation spot that you're working towards.
- Use self-talk, such as “slow and steady, one step at a time”, to keep you focused, at least during the times that you're consciously thinking about it.
- Switch gears mentally by purposely thinking of something else when you catch your mind starting to wander.
- Switch gears physically by leaving the tempting situation.