



## Streamline your time

Studies have shown that when you write something down you are 33% more likely to achieve it."

### 2. Try short bursts

"Could three separate sessions of 20 minutes' focused attention work best for you?" asks Sháa Wasmund author of Stop Talking, Start Doing. "Perhaps five-minute breaks between each session of concentrated work will be better for you than one long 60-minute slog."

### 3. Avoid "busy-ness"

"Activity is definitely not the same as productivity – don't ever forget that," says entrepreneur and business growth specialist, Nigel Botterill. "Ask yourself: 'Is what I am doing, right now, meaningful and moving me towards where I want to be?'" If not, refocus.

### 4. Strive for balance

"Making time for yourself and putting things you enjoy on your to do list is just as important as putting obligations you have to get done," adds Rizzo. "I used to think structure was the only way to stay organised and balanced. Now I realise the value in taking it easy and prioritising what's really important. If it doesn't bring me joy, I don't do it."



### CHARLOTTE WARD

We all suffer from information overload and multitasking fails. How many times a day do you grab your smartphone to call someone then end up checking Facebook and Instagram before forgetting what you were doing in the first place?

There's so much to be done yet somehow it's already 4pm and you've done nothing. Fear not. If you're drowning in a sea of inefficiency we asked the experts how to get more done:

### 1. Don't be intimidated

"If you're overwhelmed, begin by writing down your intentions for the day," says Paula Rizzo (ListProducer.com), author of Listful Thinking: Using Lists to be More Productive, Successful and Less Stressed. "I use a daily list that I create the night before. That list is my road map for the following day. I structure it with tasks to be done before and after lunch based on how I work best. I tap into my own productivity style because I know I'm more creative in the morning."

### 5. Reward yourself

"Be sure to reward yourself for a job well done," says Christine Louise Hohlbaum, author of The Power Of Slow: 101 Ways To Save Time In Our 24/7 World. "Once you've accomplished a hard task, reward yourself with something pleasurable. For instance go for a walk in the woods, grant yourself permission to watch your favourite TV series or go out with friends."



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## Reflections

Buddhist Teacher  
**MAHAMANI CRONIN**

### We must let death teach us to live in the here and now

Death is certain, the time of death uncertain. We know this, yet when someone we know dies unexpectedly we feel a sense of shock and disbelief.

I felt both sad and shocked by the deaths of Victoria Wood and Prince. I appreciated Victoria's wry sense of humour that was never cruel. Prince seemed a gentle and kind genius. But why the sense of disbelief? Yes, they were relatively young, but

beyond that lies an unwillingness to truly acknowledge that one day we will all die.

However, if we could bear in mind this simple truth we would live our lives very differently. I know that I would. Recognising how precious life is I would not waste so much of it. I would live more in the present instead of dwelling on the past or possible future. I would also act more readily upon the Buddha's words: Those who know they are going to die end their quarrels.

