



# USEFUL PRACTICES

Here are time management practices arranged alphabetically within the ABC categories. Give yourself a few weeks to integrate the practice into your routine. Remember, too, that not every technique suits your situation, nor is every tool useful for you.

## *Attention Practices*

*Active or Archive Desktop Organization:* Arrange your desktop so that all of the materials you use frequently are close at hand and those you use less often are further away. Instead of making horizontal piles, use a vertical sorter so you don't bury your papers.

*Both / And Heartbeat Challenge:* This group exercise identifies your particular difficulty with staying in touch with yourself while paying attention to others; it gives you ideas that could help. Assemble a group of at least five people. Have someone prompt participants through the exercise with several moments between each prompt. Each step is more difficult than the last. The prompts are: "Close your eyes and find your pulse ... Make a sound with your voice in time with your heartbeat ... While making your sound, open your eyes ... Make your sound louder, allowing those around you to hear it ... Listen to someone else's sound while making your own sound." Then process the exercise by writing down the point where you had trouble staying in touch with your heartbeat. Think of what would have made it easier for you to stay with it. Then think of the exercise in terms of "my agenda" rather than "my heartbeat." Brainstorm what would make it easier for you to stay with your agenda while paying attention to others' agendas.