

*Sustainability*

The principles of sustainability apply to time as well as any other resource. With the new time management, we take into account all the costs and benefits of how we use time, not just the obvious ones. We work within the limits of our time and energy. We promote general well-being by living in harmony with natural laws.

*Full Cost Accounting*

Sustainable systems account for all costs and benefits. On the time management cost side, we acknowledge that staying up late jeopardizes the next day's energy; that the lack of a reminder system breeds anxiety; that doing little, peripheral tasks compromises attention to the important tasks at the core of our lives.

On the benefit side, we acknowledge that taking real breaks generates energy; that we can find deep satisfaction in a job imperfectly done; that taking time to cultivate friendship sustains life beyond the job. Our culture often undervalues—or doesn't even recognize—these benefits (similar to not accounting for “women's work” in the Gross National Product). Taking all the costs and benefits into account gives us a more realistic picture. From this wider, more comprehensive perspective, our time management choices make sense.

*Limited Resources*

Sustainable systems acknowledge that resources have limits. Nowhere is this more obvious than with time. Regardless of how powerful, rich, or technologically advanced we may be, or how worthy, entitled, or needy we might be, we still get twenty-four hours in a day and that's it. Period. There is no more time.

Consider the bleary-eyed student handing in the paper she wrote all last night saying, “It would've been better if I'd had more time,” to which the professor replies, “Well, you had all the time there is!” It's