

Taming Technology

By Dawn Roth

Thanks to technology you can instantly communicate with anyone, anywhere, anytime. Many of us also average 50-75 e-mail messages a day.

You can now stay in contact 24/7/365 with the use of cell phones. The sound of ringing phones has become a part of everyday life in almost all venues.

The tech generation brought great strides for convenience, yet created even more pressure to be “available” at all times.

It is hard to manage everyday life while keeping up with the speed of technology. Worse yet, these devices meant to help you actually keep you from important tasks. The following perspectives can help you regain control.

Rethink Convenience.

Technology such as email, cell phones, beepers and instant messaging were meant for your convenience, not the people contacting you. If you are unable to forgo taking a call, deleting an email or ignoring a page, it is time to rethink your priorities.

Not everything is urgent. Make a mental list of the top three objectives you must do each day. If a call or communication comes in that does not support that goal, respond during scheduled communication time.

Schedule communication time. Set routine times each day, during which, you will answer contacts. Make these at intervals that are comfortable for you and relevant to your industry. Outside of this time, only make allowances for true emergencies.

Following these steps will help you manage daily communications more effectively.

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