

## Victory Tips for Reinventing Your Career



Whether you're **starting a business, ramping up your career** or **embracing a long denied passion**, this reinvention is for you. Midlife is the time when you can drop the facade you needed to get through the first half of life. Now that you're less concerned about pleasing others, try on some new behaviors, take some risks and get in the lead. **Now's the time to really step into your feminine power and win - and you can do it!**

### Are You Being Snookered by Time?

There's a funny idiosyncrasy about time management: you can only manage the time you have, not the time you *wish* you had. Sounds like a no-brainer, doesn't it? Believe it or not, most people try to ignore that fact. *Maybe you're one of them.* For example, did you set goals (or made resolutions) in January and get fired up with motivation, only to be disappointed by February because you couldn't seem to find enough time to work on those goals?

That's what almost happened to Carla, a coaching client, a few years ago. She had a clearly defined goal and a plan. When achieved, her goal would give her substantial financial success and more personal freedom – and that really motivated her to take action! When asked how many hours a week she needed to focus on her goal, Carla calculated five to seven hours would do it.

Within that time allotment, Carla would have plenty of time to work on her new project. She should have been on her way. There was just one problem: after a couple weeks of frustration, Carla admitted she didn't have even *one hour* to spare, let alone five or more. With a closer look, in addition to her regular work schedule and parenting, she volunteered for two organizations and sang in her church choir. Her week was already filled.

When asked where she would find the time, she tried to answer the question. That's when her dream met reality. She quickly understood that something had to change so she could achieve her goal. However, she couldn't give up her job or caring for her son. The obvious choice would be to give up some of her volunteer activities. *BUT* she loved them and *she didn't want to give anything up.*

As you look at your list of goals and objectives, are you doing what Carla did? Are you trying to stuff your desired goals into an already overbooked schedule? If you are, you're setting yourself up for frustration and disappointment. It's a trap many of us are familiar with...but, once you understand it, *it's a trap you don't have to fall into!!*

Instead of unconsciously succumbing to self-sabotage, try these time management tips to give yourself the support you need to succeed:

## 1. Define the Time

How much time, daily or weekly, will it take to reach your goal? For example, if you want to increase sales, and need to make ten more sales calls a week to do it, how long will ten calls take? Or, if you want to drop fifteen pounds or lower your cholesterol, how much more time each week will you need to plan and cook meals that are leaner and more heart-healthy? What if you want more balance and believe that learning a new hobby will do it for you. Calculate the time you'll need for class PLUS time for practice.

*How much time do you need each week to achieve your goal?*

## 2. Pick Your Priorities

After careful consideration, Carla figured that she would have to let go of two of her three activities to carve out enough time to work on her goal. Singing in the choir gave her the most personal satisfaction and supported her spiritual life, so she kept that one. Though she was passionate about her volunteer causes, she decided that reaching her long-term goal was more important for her own welfare and that of her family.

*What about you? What will you need to let go to make time for your goals?*

## 3. Schedule Your Tasks

Once you find the hours, write a schedule for them. If you open up three hours, carefully plan how you'll use them. If you plan to make ten more sales calls, schedule a time each week to do nothing else but that. Make it an appointment with yourself and write it on your calendar. Treat it like the important meeting it is.

*Nature abhors a vacuum, so if you clear the time and don't plan what you'll do, something will turn up – and it isn't likely to be something of your choosing!*

## 4. Find an Accountability Partner

You probably pay your bills on time because if you don't, there's some consequence. And most likely you follow through when your family or friends ask for a favor because you don't want to let them down. You are accountable because, for one reason or another, you have to be.

That's what an accountability partner does for you. An accountability partner is a coach, colleague or group that supports your goal and with whom you meet regularly. At the end of each meeting, you commit to them that you will complete some specific task or meet some specified objective before your next meeting.

*Knowledge without action is powerless. Accountability partners become powerful allies in your quest for success.*

## 5. Deal with Distractions and Interruptions

Whether it's email, phone calls, socializing, social media or anything else, if it's taking your focus away from your important tasks, it's an obstacle to your success. Here are two ways to handle distractions and interruptions:

- Keep a record of interruptions for one week. Make a note of the time, the person or task involved and the length of time. You are likely to see a pattern emerge. If you find you are chatting an average of fifteen minutes during each interruption, and doing it five times a day, you can make a conscious effort to shorten your interactions to 5-7 minutes (use a timer to keep track) and you will gain thirty minutes in your schedule each day. That's over two hours each week.
- Bunch activities together, like returning phone calls, answering emails or filing paperwork. Then schedule time for them. If you find that you are using two hours each day on calls and emails, stop trying to fit them into the day as though they don't take up any time. Instead, schedule the time and stick to your schedule.

Time has the power to support or sabotage your goals. ***Your Power*** is in your ability to make decisions about managing time; ***Your Victory*** is in actually managing it. CHOOSE NOW and get to work!

***Victory is Contagious! Catch the Power and Spread it Around!***

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What to improve your work-related skills? Annmarie Kelly has online learning just for you! You can take one course, one workshop, join a Victory Circle (mastermind and coaching) and even earn CEUs through the SmartWoman@Work Leadership Certificate.

Learn more at <http://victoriouswoman.com/career-reinvention/workshops-for-career-reinvention/>

## About Annmarie Kelly



Annmarie Kelly has firsthand knowledge of the transformative power which determination & motivation can have in a person's life. While growing up in Havertown Pennsylvania, Annmarie was shy & introverted. She became a teacher at a local Catholic School and started to come out of her shell. She was engaged at twenty-two and was on course to follow a "traditional" life path. But a few months before the wedding, she broke off an engagement and started rethinking her life course. During that time, Annmarie realized she was following a path that could only lead to disappointments, regrets & lost opportunities. She made significant changes & her persistent efforts paid off. They enabled Annmarie to BE more, DO more & HAVE more of the kind of life that, on her old course, would only have been a dream. Now Annmarie helps other women do the same, helping them get inspired and empowered while building the skills they need to:

- handle adversity
- transform obstacles into opportunities
- achieve positive change both at home and at work, and
- become leaders in their lives, careers and communities.

With energy, empathy and a "yes, you can do it" attitude, Annmarie helps her audiences, readers, and clients find inspiration and direction and build skills so that they can shape their challenges into new beginnings...and fabulous victories.

Annmarie Kelly is the CEO of The Victorious Woman Project for women's empowerment and SkillBuilder Systems, focused on leadership and management development and communication skill-building. Annmarie is the author of three books: *Victorious Woman! Shaping Life's Challenges into Personal Victories*, *Victory by Design* and *Five Year Marriage* (2016), Host of the Friday Happy Hour on WCHE1520 in West Chester PA, founder of the annual Victorious Woman Writing Contest (October) and The Girlfriend Gala (May), a Literacy Hero nominee and has received the:

- ASTDPHL Leadership Award
- International Women's Day Outstanding Service Award
- President's Call to Service, awarded by President Barack Obama

Annmarie grew up in the Philadelphia suburbs living in Havertown, Aldan and Drexel Hill. As a kid and young adult, Annmarie enjoyed being "down the shore" in Wildwood, Avalon or Cape May, New Jersey. That's still where she goes for getaway weekends. But a part of her heart is always in Maine, where she and her spouse, Joseph, have been vacationing for the past twenty years. Annmarie is an avid Phillies fan and has been since her father first took her to a Phillies game when she was five years old. Since moving to Chester County in 1998, she's been active with the community, including supporting local charities through the annual Girlfriend Gala, held each year during May's Victorious Woman Month. She loves traveling, ballroom dancing and spending time with Joseph and her friends. To book Annmarie for a keynote or an interview, call her at 610.738.8225, [Annmarie@AnnmarieKelly.com](mailto:Annmarie@AnnmarieKelly.com)

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