

THE DIVINEOLOGY RELIGION PRESENTS

THE TIME IS NOW



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INTRODUCTION

“When you manipulate time you manipulate life itself”

Do you want to change your life? I'm asking you again, do you want to change your life? Well, if you do the biggest way you can change your life is by making the time that you have count, taking your living time and making it time to remember. So come join me and let me take you through your journey of time and let me make your time count. Take a look at where you are about to read it's not a 500 page novel, it's short and simple and if you use it correctly you are on your way to making your time worthwhile, so come let's do it you have everything to gain and nothing to lose. Hello, how you? I want to ask you a flash question if you don't know what a flash question is it's a question in which your response has to be immediate or within a few seconds. Now let me ask you what's the 1 thing you personally don't have enough of? Ok, now you have your answer if you like most people, your answer might include the following but before we get to that I want to tell you that I chat on many sites and asked random people I did or didn't know the same question and the answers were as follows:

- (1) Money
- (2) Time
- (3) Sex
- (4) Sleep

Now how did you answer I'm sure you must have at least thought of one of the above. Well, personally my answer was time. Did you ever notice there never seems to be enough hours in a day and when you look at your life how much time has gone by. Did you ever stop to think that you could have done more with the time you had or that you could do more with the time that is still to come? The reality is that time that has passed cannot be regained; it is forever lost, but the time that is to come is the time that you can make count. Right now, take a moment to ask yourself, are you happy where you are, did you do everything you set out to do so far and have what you have done had a negative or positive impact on the time of your life that is yet to come. You see the day we were born the clock of life started ticking and the only time that stops is when an individual dies, that time is referred to as Life Time, the time in which you live your life. You see, in time everything is created or made, making money is done within time, getting married is done within time, and everything is done within in time. As time progressed our use of time has become poor and this has caused many of us

to stagnate and in some people life itself to fail. Just look at what we spend time on versus what time should be spent on. The advent of the digital age hasn't helped matters much what should be tools to help life has become a life for many people. Here's a simple question what would your life be without your mobile phone or smart device? Wow for many people they wouldn't have a life are you one of those people? Do you notice how time is displaced or substituted? Take a look at yourself like most of us, we are caught up in the act of juggling our lives around the limited time we have. Look at your day, look at everything that's involved from the time you wake till you get to bed, it's a mad rush and the one thing you always wish you had was more of was time. A major reason for not having enough time is that we put things off or spend time where it shouldn't be spent in this day and age it's with our technological devices this being anything from a mobile phone, tablet, laptop or personal computer our lives revolve around them and everything else eventually suffers, these devices open the world to us within the comfort of our homes, how many times have you said "I will do that later, there's no rush", all because you caught up in your digital world or letting quality time pass you by, but truth be told there is a rush, think of putting things off like this you have a small table and every time you put something off you add weight to this table, note what happens after a period of time is that the table will eventually crumble under the weight of everything that's placed upon it because it can hold only so much and similarly that's our lives when time is mismanaged our lives eventually crumble to. So remember don't put anything off, the time is now, you live now, you do now and you prosper now. What I want you to do now and I don't want you to cheat on this, you must be sincere and honest, think about something you have not done yet and be totally time free now, it's got to be the most important thing you have yet to do. What I want you to do is take a note pad, write it down, now you going put this book down and go ahead and do that, and remember be totally honest here, do not proceed with this book till you have done whatever it was you wrote down. Now the reason I asked you to do this is simple this exercise would be to reveal three things, the first would be someone who just carried on reading not following anything I asked and that person would either carry on reading or eventually just put it down and never bother again with it, the second type of person would put the book down and do what was asked but would take a while to do it and then get back to the book, the third type of person would put the book down and immediately do what was asked or would do that in a very short space of time. Now what is the reason that we have these different types of people and what drives them, when we look at

the first person we have someone who just has no concept of time and wastes it willingly, the second type of person does things, but when it suits them, but get things done in the very end, the third type of person waits for nothing and no one and just gets to doing what must be done wasting little time as possible and getting things done timeously. Now what is the dividing factor here and what sets one person apart from the next. It is the **Motivational Factor** within us all. There are three main Motivational Factors, **The Dormant Motivational Factor**, **The Passive Motivational Factor** and **The Active Motivational Factor**. Now that you have been introduced to them, we will discuss them in detail the Chapter 2. Remember when you manipulate time you manipulate life itself, life and everything in it is time.

Chapter 1

What is Time?

“Time in its simplicity is always the most valuable of time”

Time is the eternal realm in which everything exists. Before we go any further we have to understand what time is and its effects on us, our lives and eventually our future. The first thing we must know about time is that time is eternal. The second thing we must know is that we are not. Time will eventually take everything from you and in the end; it will take your life. It is so important to realize this because it is so limited and we need to make the most of the time that we do have. Don't put off anything unless it really needs to be put off but then you get back to doing it and you keep your life ticking over. Time creates love, health and wealth. Let's look at what I said previously a bit more, time creates love how, well when you fall in love with someone how much love did you have when you first met compared to the love you will have let's say a year down the line. As you get to know that person you start to share your feelings, your emotions, you start to grow as people and you become one entity in the realm of love, but look it took time for that to transpire. Now the big one, time creates money and in time wealth, if you want to make money and create wealth, money needs to be generated and that money needs to be invested over a certain period and it will grow. Time is needed for that growth period and in a sound investment over a certain time period it generates a return. Time is the biggest entity behind the creation of wealth. When you make a call on a cell phone or landline, you are charged according to the duration of that call, the shorter the call the less you pay, the longer the call the more you will pay. When you consult an attorney, you will be charged according to how much of the time you will use up during consultations. Time is money and that's how the world is billed, that billing will always depend on the rate charged by that individual. Now lastly, let's get into health and this you can't put a monetary value to I'm sure you heard the saying “Your health is your wealth”, if you eat poorly, don't follow a good exercise regime and don't sleep well, what happens, you become susceptible to various age onset diseases, two primary candidates that can be listed here are diabetes

and heart disease. These two listed here can take even a few decades to build up to a deadly status. It's not overnight it's over time. Whereas if we reverse what we mentioned before and you follow a good diet, exercise well and get a good rest over time you will build a healthy body and all round good health. It's all about time, time and more time. Remember when you lose even one second you will never get it back the eternal clock just carries on ticking, so make your mark while you can.

Chapter 2

The Motivational Factors

“Time is the essence in which humanity carves itself”

As humans, we are born with or will develop a **Motivational Factor**; this is at the core of what drives our consumption of time. Like I always will say, “Life and everything in it is Time”. Remember the second you were born the clock started ticking so before that clock stops ticking you want to look back and know that you made the most of the time you had. Now let’s look at the **Motivational Factors**:

The Dormant Motivational Factor:

A person with this Motivational Factor is a person with little drive. They don’t have a concept of time and they will always put things off, they in general don’t like doing anything. If one takes a look at their lives they also haven’t achieved much, and in general they will blame everyone else for where they are now but never themselves. They don’t want to do for themselves, but will expect everyone else to do things for them; does that make you think of someone? You might know this type of person who is your typical couch potato or just plain lazy Mr. or Mrs. Do Nothing. The drive to do little or nothing supersedes everything but they are always wishing they had it all. The harsh reality of this life for most people is that you have to work for what you want. Ask any successful person who has achieved success, they will tell you it took a lot of hard work and most of all involved good time management. Can this type of person ever get out of this cycle of life, the answer is yes, and you will note the word I used for this type of person was dormant and not dead. We all know what volcanoes are and if you look at the world, there are many volcanoes, they lie dormant or are inactive for a long period of time. We find one or two things will happen here it will stay dormant or forces within the earth will cause it to erupt, the eruption depending on the forces will either be small or it could be big, blowing the top off and shaking everything around it. Here we see that with the proper forces at work the

dormant factor can become dynamic, only if they subject themselves to the forces that can cause them to erupt. Now what part could we play here, and let's first get this straight, to blow the top of a volcano takes a lot of force, so when you commit to helping this type of person, know you are going to be in it for the long haul, courage, motivation and a good support structure always helps but also know if you must be cruel to be kind to help enforce a motivation or will within them or it will take a lot of hard work on their part to get them into a regime where they can start to realize that if they don't do it for themselves no one will.

The Passive Motivational Factor

A person with this Motivational Factor is a person who is in the comfort zone. What is the comfort zone you might ask? Well, it's where you have acquired all the basic comfort factors, a house, car, you have decent furnishings and financially you make ends meet. A person here has no desire to go any further and they stagnate in the lifestyle they are currently living. Take a moment here to think what happens to water when it stagnates, although fine at first it will go bad and start to smell. The problem with this type of person is that they are not adapting to what's happening around them and eventually find themselves in awkward and trying situations. When you go to the beach what do you notice, ok besides all those beautiful girls in bikinis or those topless hunks on the beach, it's the waves, the water is constantly in motion, some days the waves will be small, and other days they will be big. The concept of motion is always at play; we must keep moving and adapting. If we look at nature, if you don't adapt and don't evolve you will fall prey to what stalks you. In life, we are constantly stalked; the prices of houses, cars and food items are always on the increase, as people we have to put ourselves in situations where we can meet the challenges presented to us. Comforts are like chewing a piece of gum, it's nice and sweet at first, but eventually it's going to lose its taste and you are going to spit it out. Take the time to adapt and eventually you will be able to face everything happening around you. So, where do you see yourself if not here, you will probably fall into the next Motivational Factor Category?

The Active Motivational Factor

A person with this Motivational Factor is dynamic, they waste very little or no time at all, when things must get, they get done faster! This type of person has a driving ambition to always want to be better, achieve higher and be at the top of whatever they are doing. Their competitive nature puts them at the top of the human food chain. People in this category fall into two sub-categories, namely Stable and Excessive. The stable person is one who does everything within reason and has control of what is taking place in their lives and around them. They have clear boundaries and everything gets the required time it warrants. The Excessive person is one who does not set boundaries they have an infinite drive; everything is done with fierce competition with themselves or others and they have a drive to ultimately be perfect. They eventually lose the concept of time and will be consumed by what must be achieved. When so much time is assigned to a certain directive, other areas within this person's life will be put under strain; this could primarily be their personal or working environment. As we learn in life, everything must be done within reason and moderation and if balance is to be achieved there has to be a certain amount of equilibrium. So, it's important to learn to balance everything, give everything its required time and never forget excess will always result in a mess.

Chapter 3

Constructive and Destructive Time

“Well spent time creates moments that last forever”

Now that we have identified the Motivational factors and if you were totally honest with yourself you would know exactly what Motivational factor drives you. That drive would lead you to using the time constructively or destructively. Please understand that at the most basic Motivational Factor being The Dormant Motivational Factor there can be a certain degree of Constructive Time. Never and I mean Never be in a position where you want to write any one or person off. I know at times that might seem very hard and climbing Mount Everest naked would seem far easier, but keep the faith and persevere forward. Now we are going to look at Constructive Time and Destructive Time.

Constructive Time

Constructive Time is time that adds value to your life, like studying, spending time with a loved, advancing yourself, it's time that causes you to grow, attain success and lead a fulfilling life. In essence, it's all, good time.

Destructive Time

This is time that devalues your life, in essence, its things that waste your time and sadly the time factors that are involved here can be addictive like drugs or a bad gambling habit, procrastination, obsessions or the biggest addiction that exists today tech addiction. It's all bad time which impacts negatively on your life.

Chapter 4

Time Life Value Index

“The value of time lies in the substance that we put into it”

How much of living do we do? Have you ever taken the time to consider that? Take the life of an average person, we work, we get home, we have kids to take care of and before you know it, its sleep time and so the whole cycle begins again. So how much value do we have in our lives and how much quality time do we dedicate to what’s important. In order to understand how much time you have to dedicate you have to know how much time is available and in that know what’s important and productive. To do this is quite simple, we use the following equation:

24 hours - Work Time - Sleep Time = Living Time Index ÷ 24 × 100 = Time Life Value Index

Remember your Living Time Index is the amount of time you spend when you are not working or sleeping.

So, let’s use an example to explain the formula.

24 hours – Work time (8 hours) – Sleep time (8 hours) = 8 Hours

Now that remaining 8 hours is your Time Living Index. We can also bring this to a percentage.

Add your work time and your sleep time together and divide it by 24 which are the number of hours in a day and then times that by 100 to get your percentage.

Work time (8 hours) + Sleep time (8 hours) = 16 Hours ÷ 24 = 0.6666 × 100 = 66.66 Used Time Index

Now have a look at that, a person using that sort of time, has more than two thirds of life spent working and sleeping and one third living.

We can calculate this, the other way around to get the actual Time Life Value Index:

8 Hours ÷ 24 hours = 0.3333 x 100 = 33, 33% Time Life Value Index

So here we see that, that particular person spends only 33% of their time living, but living with what is something else to contemplate, is that time constructive or destructive.

This will vary from person to person as we have different jobs and responsibilities. Now, once you have calculated your time life index look at how your time is being used, is how that time used constructive or destructive. Constructive Time is time that adds value to your life, like studying, spending time with a loved, it's time that causes you to grow, attain success and lead a fulfilling life. In essence, it's all good time.

Destructive Time is time that devalues your life, in essence, its things that waste your time and sadly the time factors that are involved here can be addictive like drugs or a bad gambling habit, procrastination or the biggest addiction that exists today tech addiction.

Don't be alarmed and say are you aren't repeating yourself again, well, I am and the reason for that is some points have to be repeated, as you know we can be very forgetful and having a bit of repetition to drive a point home never hurts it can at most times be beneficial.

What I want you to look at now is your Time Life Value Index, how many hours do you have left to use and what are you using those hours on. Look at your life which areas are in need of more time, it could be your relationship, studying time, this will vary from individual to individual, and then look at what's really consuming your time social networking, online gaming, here again it will go on and on and vary from person to person.

What you need to do now is take your life back, add quality to your time, make your life time more memorable, when last did you spoil your girl or wife or just sit down and have a good heart to heart, if you haven't done it put that phone down, get off your pc unless you making a living off your pc then it's understandable why you would be spending a lot of time on it but if you don't get off it go out, meet people, fall in love again, in essence really start to live and in living you create harmony for yourself and for those who are in your life.

I hope this shows you how little time we actually have for living and why it's of the utmost importance to make the most of every opportunity or moment that you have, remember this, tomorrow is never guaranteed.

Chapter 5

The Tear Formula

“Effort and action are the catalysts for results that will be achieved in time”

This is the formula of time. It's the only formula you will ever need when it comes to time. When you see its simplicity all you need to do is apply it. Take life itself don't tears form one of the ultimate expression of human emotion, you have experienced this sometime in your life and when you did how was that feeling? I would probably say describing it in words would be difficult because it goes beyond words. With this formula, you can start to experience joy in every sphere of your life and make your life the success, the fulfilled and the complete life that it should be. Remember when time is taken out of any sphere of your life neglect sets in and it's a cancer that will wither away that part of your life, time has a delicate balance and that balance should always be maintained. A point I will constantly stress is that time is infinite and we are not, we live and we die so within our lifetime we should make that time count. Now let's look at the formula more in depth.

Effort

Time = ----- = Result

Action

Let's start with time; the time will vary according to what requires attention. Let's say a student is studying for an exam. The **TIME** here would be study time; the **EFFORT** would be taking out the books and all the required study material and the **ACTION** the process of studying and the end result if you were sincere would be a good **RESULT**.

It's so simple, but the formula has a delicate balance all the variables must be complied with to yield a good end result. When the formula is unbalanced the

end result will be a negative one. Let's look at this student scenario, if the **EFFORT** was to take out 3 books and the student took only one book the **ACTION** would be that only area got attention and the **RESULT** a negative one.

We must also understand that **EFFORT** is the bridge between **ACTION** and the **RESULT**. **EFFORT** is the initiative to do something. **ACTION** is the process of following through or acting thereon, and the **RESULT** is the reward that you reap from it all. One thing you will notice or be familiar with is that effort comes with an expenditure of energy. That energy will determine how much time can be put into anything you do. Energy has a negative and positive effect on you as a person. The process of times effect on the human body is known as The Weathering Effect we will discuss that in Chapter 10. Take every aspect of your life and apply the **TEAR FORMULA** honestly and sincerely and you will be guaranteed success. Take a relationship, losing weight, wanting that girl, wanting that guy, wanting that promotion, wanting to be the next big thing all of this will require dedicated time, the effort in initializing it, that action to follow or see it through and the result a good one. The only flaw the formula has is its human element, as people are different, so will their application of the formula vary, but just remember if you are serious, dedicated and want to acquire or achieve what you want, apply the formula honestly with what you want and you will achieve it, don't ever limit yourself you could be a person who changes the world.

Chapter 6

Time Value Index

“The more value we add to ourselves determine how much value our time will be worth”

What sets one person apart from the next? Look around you and will see people that have excelled in life and are living the dream and have you thought what sets them apart from everyone else. It's simple they have a high Time Value Index. What is that you ask, it means that their value in time per hour is substantially higher than the average person? A way I can explain this is if you look at someone working in a grocery store versus a doctor, who earns more per hour, it would be the doctor and why is that, it's because his value per hour is more and that means his remuneration is much higher. When you invest in yourself, you become a much more marketable commodity, like a product with many features that appeals to a wide market and will be a great success. Let's face it, money makes the world go around, if there's anything you want, you have to buy it and the more money you have, the better off you are to affording what your heart desires. Most of us work on this earth and we work to earn money, so the more valuable you are in your life the more wealth you would have created. This is done by having a high Time Value Index. What makes your Time Value Index high, look at yourself now, where exactly are you? Do you want to stay where you are or do you want to excel, what will make you excel. Now let's look at how you can improve your Time Value Index. The first thing you need to know is what are your strengths and weaknesses, its logical your strong points are what make you, so take a note pad and make a table and list your strengths and weaknesses. If you look closely your strengths will start to move you in a certain direction. For example, if you are good at drawing and sketching that will put you in the direction of art, maybe sign writing, architectural designing, don't have this strength and want to do bricklaying, it just doesn't make sense, there are many people out there who are born with gifts or talents and never use them please you don't be one of them. If have a natural talent, maximize it. Now that you have

identified the strength you will realize your goal, the goal is what you want to achieve, the next thing you need is direction. Let's face it if you have no direction you will never know where you are going, ultimately you will never reach your destination. Like I said before, your strength will show you your direction. Once you know in which direction you going on the road in your life, your life's goals will be opened. The next thing you need is desire, what you are going to do has become your life's goal and will bring you complete satisfaction. Take the desire you have and start to nurture it, feed that that flame of desire within you, and tell yourself this is what I want, this is what I want to be and I will be the best at what I want to be. You let yourself grow in confidence and that confidence will boost your desire. Next, you need drive, what is drive you ask, it's the perseverance to stay on the path that you have chosen, sometimes things get difficult and this difficulty can act to deter us from the path that we are on, one thing you must remember is that nothing comes easy if you truly want it you can have it, so you let that drive grow and let it propel you in the direction that you need to go. After that you need to dedicate yourself to what you want to achieve let it become the focus of your energy, if you must allocate more time to it then do it, adding more time to what you want to achieve only ensures a more successful outcome. Lastly, after all of that, you achieve your goal and in that you have realized your dream and see your accomplishment become a reality and what you have achieved is yours forever no one can ever take it away from you, you look at yourself and be proud, walk with your head high and you say to yourself and say "I Am a Success". Remember, everything that you have done was to ensure that you have a high Time Value Index and the more your time is worth, the more you are worth more and the more wealth you will acquire, we all want a good life and we all want a fulfilling life so the more valuable you make your time the better and more harmonious your life will be.

Chapter 7

Time Boundaries

“Boundaries Define Spaces”

A boundary simply put is a dividing line and if we look at life, boundaries are everywhere, they divide one property from the next one country from the next it even divides work spaces. Now why are boundaries so important? Well, they define a certain space or area and this creates an area of definition. Now in time we must learn what time boundaries are, this simply put this is time allocated for a specific thing and this time is dedicated to that only. If we don't adhere to time boundaries we have overlapping taking place, what this is simply put is time from one place overlapping into time at another place. Let me give you an example here. You go to work and the boundary defined here is your workspace, you come home and the space here is defined as your home space now you bring your work, home and what happens here is your work space has now overlapped into your home space, the boundaries here have been crossed. Don't get me wrong, I'm not saying it's wrong to bring work home, but when that work impacts on your home life then there is a problem. Here you might find your time with your wife, girlfriend or children could be impacted on and this can strain those relations. Time must always be managed as effectively as possible. How do we maintain Time Boundaries; first we must define what our boundaries in time are for example?

Work Time

Gym Time

Home Time

Family Time

Out Time

The above are merely general examples, please note this will vary accordingly from a person and their lifestyle, and list yours as they are pertaining to your life. When you go to work, you put on your work clothes that defines you for your specific job, when you get home, here's a tip get out of your work clothes and put on home clothes create that psychological environment that aides in defining those boundaries. Just like when you go to the gym, you put on gym clothes. Get the picture that's being created; use a dress code to help you in defining your boundary. How do we deal with overlapping because this has the potential to be disastrous? Let's look at the work and home boundary as this is the most common. You have work that you need to bring home, but you want it to be acceptable, firstly look at how much work it is, what you can do here to lessen it is working through a lunch break or maybe go in early if possible, look at what you normally have on at home or what you might have planned. Then see if that time could be lessened or alternatively moved to accommodate that work, the important thing here is communicate with the affected party or people so they could also be used to help you with that work, you see here you can take a negative and make it a positive, but don't allow any overlap to dominate your life. With any overlap look at what's going to be affected, how much it's going to be affected, who is going to be affected and see how the overlap can be accommodated make sure that the overlap is for a limited time only. Now we are going to look at how to prevent an overlap. Here again we will look at the work home and work situation. Look at the work you have and see how much time you have allocated for it. Then you need to do a time trial, see how much work you can do in half an hour and naturally double that for an hour. See how many hours you have in your working day and now work out how much you need to do per hour to ensure that you can get that work done. Depending on how much you get done, you can increase or decrease your time as needed. Now for any other overlap do the same look at the time, see who or what is being impacted, see how time can be used to accommodate that overlap and how that overlap can be timeously overcome and again I stress make that overlap a temporary one. Always keep your time boundaries well defined and make life good for you and everyone in your life.

Chapter 8

Obstacles in Time

“In time never see obstacles, but only hurdles you can overcome”

An obstacle is something that blocks one's way or something that prevents or hinders progress. In time we will come across obstacles that will impede or stunt growth within time. If these obstacles are not overcome, we never further ourselves and our ability to achieve is hindered. What are these obstacles that hinder us, let's take a look at them?

Indecision:

What is Indecision? Well, simply put, it is the reluctance or an inability to make up one's mind. Decisions determine how our lives will play out, good decisions, reward our lives, bad decisions can ruin our lives, but having the ability not to make choices at all will bring our lives to a standstill. How often has this happened to you, you want to buy something, but you can't make up your mind on what to buy, or what color to choose you will spend a whole day thinking and eventually not making your mind up, now pause and look at how much time was spent there it could be a few hours a whole day or even a few days. Indecision eats up time, learn to be more decisive, adapt yourself to your likes and dislikes, if you want a change or want to be different do it, to an extent that you can decide, and make the new changes that benefits you and the new you. Be firm when it comes to your decisions, show people and the world you are confident you know what you want and know that at all times it is good and beneficial to you. So, if indecision has been holding you back, now is the time you change, start small and work your way up from there and you will see a change in you that will not only surprise you but everyone around you. Say it to yourself “I am DECISIVE” and repeat it until it has taken foundation in you.

Stress:

What is Stress? Well, simply put, it is a state of mental or emotional strain or tension that results from adverse or demanding circumstances. Remember a small amount of stress is good for you, but prolonged and continuous stress will impact negatively on you and will affect you physically and emotionally. If we look at the world today Stress causes more heart attacks, strokes and more life illnesses than any other factor. Stress works on three levels, emotional, mental and physical. We are normally well balanced and our bodies work in a certain harmony when any level in our harmony is offset the balance is offset. When this happens our usage of time is affected, we can't think properly, we are physically more exhausted and our feelings on things are greatly affected. Stress is a great time thief with disastrous impacts on our general health. Managing and controlling stress is of utmost importance in our lives. How do we do this? Firstly, identify what is the source of the stress. Secondly, what has been the duration of the stress? Thirdly, what is its impact on your well-being. Fourthly, how is it impacting on your work performance? Fifthly how is it impacting on your personal life? Once you have correctly identified those factors, you need to take charge and get the stress under control. Most stress will be work related, so look at what support structures are in place to aid you there, take advantage of stress aid programs. If that is not available at your workplace see what support groups are in your area that offer help regarding this, these groups offer invaluable support and ongoing help? Next turn to friends and family, create a support structure to aid you, always be honest and sincere and you will find they will only be more willing to assist you. Once the support structure has been created at work, at a support group or with family and friends you will see a remarkable improvement in the reduction of your stress, an improvement in your health, your personal life, your work life will slowly start to excel and your time will be happy time. Be happy and use the time to create a good stress free life.

Procrastination:

What is Procrastination? Well, simply put, it is the action of delaying or postponing something. "Procrastination is the thief of time", that is one saying most of us know and have grown up with. Let's face it, we all have fallen victim to the scourge of Procrastination and for some it's manageable and for others it's an epidemic. You have to ask the question, why do we put things off, this will always vary from person to person, but human nature tends to be lazy if I don't have to do it now then I won't, these days we don't have an urgency to do things. The one thing that is most affected here is your time the more you delay, the more it's being thieved and the more you are losing out on completing something and moving onto the next thing. Take a look at your life and start to prioritize things therein, what do I need to make me grow and succeed, how can I make a difference in my workplace, my business and impact on the people around me, take charge and don't delay, always remember this, "Time wasted is never regained" lock that in your head, repeat it to reinforce it and build on that philosophy in your life. Make your time count and be valuable, let it be Constructive Time, let it build you up. So, from now you never Procrastinate.

Despondency:

What is Despondency? Well, simply put, it is a low spirit from the loss of hope or courage. When we look at life hope is the strength that gives us the courage to face life, handles its trials and it gives us the strength to face life and find solutions. A low spirit results in a low self-esteem. This impacts heavily on anyone experiencing it on an emotional level. How is despondency induced, well if we look at someone at school, it would normally be someone who is battling academically, gets made of fun of a lot, gets bullied or someone who can't fit in. If it is someone who is working it will be a degrading boss, poor working conditions, a low paying job, a job with no advancement opportunities and lastly working where people are nasty and will do anything to get you out of your job. Take a look at these I'm sure so many of you might identify something that has impacted on you or someone you know. What this does in most cases it causes the Cocoon Effect.

Most people here will go into a cocoon and hibernate within their emotional despondency. When this happens, normal life comes to a virtual standstill and time is wasted immensely. How do we break the shackles of despondency and free ourselves to live again and make our time count? First look at what is the cause of the despondency, how are you in dealing with it, can you do it alone or would you require help or a support structure, look at how it has impacted your life, don't leave anything out here the deeper you look the more will be revealed to you, look at what the possible solutions are here, can you do it alone if you can't look to that support structure, no one is an island and having loving and caring people around you will always have a big impact on your life, use them to aid you, now build your self-confidence, you change your mind set, you say to yourself "I can get out of this, I can beat this" repeat this over and over, make that mental foundation the base on which your new self-confidence will be constructed, once you have identified a solution or solutions see what best would benefit you and you act thereon.

Always have the will and determination to follow through, it's not going to be easy but you must persevere because this benefits you and will impact your life in

ways that could make it go beyond what you ever dreamed and what happens then, the time in your life becomes good time, fulfilling time and it creates a lifetime of what's good and benefits you.

Technology:

What is Technology? Well, simply put, it is the branch of knowledge that deals with the creation and use of technical means and how it relates to man, life and the environment around us. If we look at the world today technological advancements have revolutionized the world. You can send a message from your cell phone to most parts of the world in a few seconds, we have social websites on which you can display your life for the world to see, there are sites on which you can post videos where you can be a fool and be famous. Laptops, tablets, cell phones, desktop computers, the internet, advanced smart televisions and satellites have changed our lives in ways we never dreamed before. Does all this good have any bad? Yes, it does, nothing impacts our time in this day and age like technology. For most people their cell phones are their lives, they work with it, live it and sleep with it. Take a look how many people will drive and text; it's an addiction like the world has never seen before, just look at how many people are addicted to television and especially reality television. Just ask most people this question, "What would your life be like without your cell phone, tablet or laptop", the responses will shock you, for a lot of people these devices are the equivalent of life support devices remove it and they die, crude you might say, no it's a fact. It affects work, home and recreation time. It is in essence a life dominator. Different technology will appeal to different people as our preferences will differ according to what we find technologically appealing to us and our personalities. This is an epidemic that requires such urgent attention. Look at families, conventional communication doesn't exist, the kids are on the tech devices, mom and dad are on theirs, the family structure now revolves around those devices, want to talk to your kids, it's easier to send a text message that way you will at least get them to respond, talk and what you say will just seem to fall on deaf ears. Look at relationships; partners will spend more time with their tech devices than with themselves, Quality Time is now Tech Time. Look at work people will steal to chat or go online to see what's happening on social media sites and this

impacts their working time. You see, what was good is now negative and it's not the device it's the user. So how do we get our Quality Time back? Look at your device as what it was intended for. If it's a cell phone, it's a mobile communication device from which you can call, text, take pictures, send pictures and keep in touch with everyone you want to. Start to realize that Real Time is much more beneficial than Virtual Time. When you with someone you can in reality see them, feel them, touch them and experience things with them, it's on a truly emotional level. Don't get me wrong here when someone you love and cares for goes away, your tech device is invaluable in keeping you in touch. Here it's a bridging device and re-affirms quality time. Many people out there live in Virtual Time, and it becomes their Life Time. I'm sure you know many people like that or you could be that person. Well, it's time to take your life back now. It's time to make reality count. Take a look at your life, see how much time your device takes up, and use the Time Life Value Index here as discussed in Chapter 4. See how much living time you have and how much of your living time is being impacted by your device. This is going to scare you if you did it honestly. Take back your work time, your home time, your quality time and your recreation time. Firstly, see your device for what it is, as a bridging device that lets you communicate and enhances your life and it does not dominate it in any way. Secondly dedicate time, according to where it is needed, keep work time just that, home time just that, quality time just that and recreation just that, make time structured in your life and create a balance that adds quality to your life and not an imbalance that destabilizes it. Thirdly, have a tech free day, take a look at the world enjoy it, have alone time, do something special for that special person in your life, do something that would enhance the life of someone else and you can do so much more, you are only limited by your imagination here, discover your humanity. Let's talk like we use to, laugh like we use to, cry like we use to let us rediscover what made us what we are, let us make our lifetime a good and worthy time and let's not be slaves to devices that eat up our living time.

Chapter 9

Succeeding in Time

“Make everything in time good and you will achieve everything that you should”

If there's one thing most people want, it's to succeed, as we know time is short and the sooner we reach our goal the sooner we reap the rewards thereof. But what makes us succeed in time what are the factors that are in play here. I'm going to show you the 6 D's.

Definition:

Your life needs to be defined without definition, it has no meaning. Look at your life and list what defines it, it could be your friends, going to college, becoming a doctor, do you see how the defining process starts to give your life meaning, wasn't that that hard after all, I always say keep your life simple, complications just stress your life more.

Desire:

What is desire well simply put, it's a strong wish or a want. Look at your life, what is it that you want, what is that one thing or things that you wish for. You see after you have defined your life, you next built up desire. It fuels the want and the wish. Desire creates the want and the wish, so the more desire you have, the more your want will be increased.

Drive:

What is drive? Well, simply put, it's your inner motivation. It's the key that starts the engine to your desires. Your drive will start the engine of your desires; it will create the intensity that is required to get whatever you have on a moving path.

Direction:

What is direction well simply put, it's a course along which someone or something moves. Now that your drive has been ignited the motivation within you, you have to decide on which course your life will be set, if you have been following the steps so far you would have found your course now. Imagine you want to travel somewhere and you have no direction will you ever get there, no you won't. So, choose that direction carefully, choosing the wrong direction will set you on the wrong road within your life's journey. It's the same as travelling the road that will never take you to your destination. So, put yourself in the right direction and you will start on the journey to your destination.

Discipline:

What is discipline well simply put, it is the practice of training people to obey rules or a code of behavior. Without discipline, there is chaos. Once you have your direction, you need to stay on the road of your life, deviating from it could lead to you taking more time to reach your end goals. Let's face it, in life we get distracted or lose motivation, but it's so important to keep those distractions under control, and our motivation high, and we do this through discipline, we set rules in our lives that give it order, structure and meaning, when something has meaning it has a purpose and when it has a purpose it has a use. Discipline will be your drive to staying on the direction that you have chosen.

Dedication:

What is dedication; well simply put, it is being committed to a task or purpose. After following all the previous steps, you now know your purpose; you know the task that needs to be accomplished. Commit yourself honestly with good discipline and success is guaranteed. Dedication ensures your commitment to life and that commitment will play a role in every aspect of your life, the more committed you are, the higher your success rate will be, in your schoolwork, college or university, work and relationships.

Chapter 10

The Weathering Effect

“Time wears you down where you use it the most”

Let's look at what this concept is; it is in essence, how the exertion of energy in a given period of time affects a person. Most of us are born healthy and as we grow, we build ourselves up, we become stronger and we have the mental aptitude to that which is required of us in the various environments we are exposed to. The main environments are school, tertiary educational institutions and then the career. As you know the latter span's too many to mention. Different environments will require different effort, let's look at a sporting career they not long as it requires vigorous training and effort, long hours training and then playing physically demanding matches, this leads to injuries and its demands on the body are high it is a short career with high rewards. If we look at the other end of the scale and take a miner, we see here work that is physically demanding with working conditions that are filled with many hazards, the rewards here in conjunction to work is low and the Weathering Effect is high, they work underground and are exposed to life threatening conditions constantly. Are you getting the picture being constructed now, all you have now is look at your career or working environment and see how the Weathering Effect affects you, here are the points to look at?

- (1) What would be the duration of this career?
- (2) What are the rewards?
- (3) What amount of time does it demand?
- (4) What is its impact on my health and wellbeing?
- (5) Will this remunerate me enough to live the life I want?

There are 5 simple points here and let's look at them in more detail.

What would be the duration of this career?

When you're choosing a career look at what you are choosing, is it in demand or are there a surplus of candidates in this field, let's face it, if you are in a career where the demand is high its longevity is more guaranteed than a career in which there is an oversupply of candidates. Have you come across someone who has gone and studied, spent all that time and at the end of it all could not enter that career, well I have and it's a sad situation and that time isn't coming back so now they forced into something they never wanted to do. So, when this happens the time burden on you increases and you are under more stress and as we know the effects of stress on the body and its health implications. It wears the body down and that is when The Weathering Effect comes into play, its negative time, which has adverse effects on our life, time and well-being.

So, to avoid that look carefully at what career you want to choose, look at a few options and see their demand, choose after you have made a sound decision and that decision will be a life enriching and fulfilling one.

What are the rewards?

Now that you have chosen your career what are the gains, you could have chosen a career where you are self-employed and in this regard, you define what your income is and the harder you work the more you are rewarded, it also means you would have to put more time in and the weathering effect here can also be high. So, manage your time in regards to the rewards that it brings and create a balance and harmony that's beneficial to you and the life that you desire. If you have chosen a career where you are employed then look at what organization you are in, what are its benefits, its opportunities for promotion and advancement, then look at how you can take advantage of what is on offer to make you better and to make you advance within the organization, but always remember this your academic qualifications will always define you in the end and decide what you can do and how far you can go and they will ensure that your reward factor will always be high.

What amount of time does it require?

This is so important now that you have your career, what time will it demand from you. Remember, you want to work to live and not live to work. You want your work time to be just that and home and leisure time to be just that. When you have chosen your career smartly and it's one in which you have complete control of your time you can make your work time enjoyable because you are going to spend a lot of your time there. When your work time infringes on your leisure time you going to have a time overlap, this is where time should be allocated somewhere else is being devoted to your work time. As we know everything should work in balance, the scales should never be tipped here. What you must do here is look at how much work you have, how many hours of work time you have, take that time and see how efficiently it can be used to complete all the work that you have, see what takes up most of the time, see what you can get done quickly, yet correctly according to what is required of you, here you focus on the things that are taking you longer and look at ways you can become more efficient at them, take your strengths and build up the weaknesses. What you want to do here is becoming efficient at everything you do, to do it in good time and to deliver your best at all times and show off the quality that you are. Just remember the time overlapping and apply it here. For some of us in this day and age economics being what it is we have to use some of our leisure for work, but try your best to keep that at a minimal and make your time always enjoyable and fun. Give your company the time that they pay you for or if you are self-employed earn to live comfortably and give your family or that special person the time that they deserve, remember you can't enjoy anything when you dead so make your time count while you are alive.

What is its impact on my health and wellbeing?

Now that you are working and you see what time your work demands, look at what the work demands from you, is it physically intensive, mentally exhausting, what environment has it placed you in, what people make up that environment, their attitude towards you and the way they accept you and the work that you do. If you are in a mining environment immediately you are in a very dangerous and hazardous environment the impact on your wellbeing is very high because you run the risk of being caught in mine collapses, you are exposed to explosives your life is constantly at risk. If you are in an office environment where you are crunching large amounts of numbers physically you aren't doing much but mentally you are overworking your mind. You see the picture now two different jobs and look at the different stresses associated with them. Some jobs might be a combination of both. It is important that wherever you work you have a good relationship with the people that you work with and you play your part in getting everything done in the way it is required. Remember your health is your best wealth. Take the time to look at yourself, are you physically strong or mentally strong or a combination of the two. See how much you can handle in relation to your abilities, look at where you require improvement and where you excel, then rebuild yourself accordingly. The following will impact on your well-being:

Stress

Long working hours

Hazardous working environments

Demanding employers

Unhappy working environments

Insufficient sleep

Look at those 6 points and see how many you have in your life at present, these are factors that will take any normal person and shorten their life span

immensely, so remember Chapter 6 here, improve your Time Value Index and make your time worth the effort and remuneration.

You want to be happy, healthy and live well try to reduce the stress that you encounter at work, make your work fun, delight in it and always be proud of what you do.

Will this remunerate me enough to live the life I want?

Now the crux of why you work and that is to make money, you make your money in a certain period of time and what you get paid is based on whether you own your own business or what your academic achievements are, if you don't have this there is always room to improve if you invest in yourself you will always increase your marketability and monetary worth. Now that you have your job you have to look at how long you are going to be in it, how much you will earn and if what you will earn will make you live the life that you want. Let's face it we all want to live comfortably and we have a limited amount of time to do it in, so here we have to be very careful and put ourselves in a position that will see us grow from the onset, as time goes by time it will wear us down, put another way you get older each and every day, growth simply put is maturation within time, you want to capitalize on your youth here and make this your point of strength, here you must be definitive in what you want to do, to earn your money and make the most money here using that and as time goes by you can start to ease off knowing that you earned most of your money within the prime of your life, in doing so you should have no problems in earning good money, living a good life and getting the remuneration for the time that you have invested in your working or earning career. In the next chapter, we are going to look at the time lines of life and this will put a lot more into perspective.

Chapter 11

The Time Lines of Life

“Make all the time in your life count”

If you take a look at your life you will know that you are born and from there you start to grow, there are different stages of that growth and that growth happens within different time periods. Remember, everything discussed in this chapter is based on the average living person, there are people who will achieve great success in the time lines at different times you could be one of those people but for the sake of this chapter we are speaking about the average person. We are going to look at those time lines of life.

Alpha Time Line:

This timeline covers your introduction to this world, and for everyone around you it is a time of great joy and happiness, let's face it there's nothing more adorable than a baby. This timeline covers you from birth to the age of twelve. Here you will learn to walk, grow teeth, learn to speak, start school, make friends, and get involved in sport and start to develop academically and physically. It's where all your journeys of discovery will start.

The Teen Time Line:

This timeline covers your growth as a teenager, it's where puberty starts your body to change and adapts itself, here you mould your identity, and it will set you up in time for the person you are to become. The teen time line also represents the beginning of the strongest part of your life and it also forms the crux of your schooling education. Your academic achievements in this timeline will decide what level of tertiary education you will be allowed to follow and what institutions of study you will be accepted into. As I said earlier, it represents the beginning of your strength physically speaking and this is strength in a totality which is mental and physical. So here you can decide if your strength lies in academics or in some sort of sporting code, the time is yours here you have to seize the moment and be who you want be, remember the only limits you have are those you impose on yourself.

The Capitalization Time Line:

This is the timeline in which you will become a success, a failure or become someone that defies life by achieving beyond human imagination. This time line starts from age 20 to age 45. Here you will study, achieve your academic qualification, excel in your sport take it to a level that makes your talent worth seeking or do something that will place you among the greats of your lifetime. It's the timeline in which your wealth will be created and it is this wealth that will decide the life that you are going to live. Here you are at your peak of human strength it is here where you have to capitalize on everything that is available to you and make it work for you and to make you all you can be. Here you will get married, have kids and watch them grow from little babies into adolescent boys and girls, from age 20 to 39 you are at your total peak, from 40 to 45 it's the start of the regression, your body is not what it used to be anymore, you start being more susceptible to injury, sickness and your time to recover from those will increase. The weathering effect is now starting to take its toll on you, and it will affect you in the way you used your body the most. So here you will set yourself up for what you will want now in your life and what you will want when you retire.

The Dawn Time Line:

This time line will encompass ages 46 to 64. Here if you were smart will really enjoy your life, financially you should be sound or comfortable, you should be well into paying that bond off and putting yourself into a mode of relaxation and comfort. In this time line, time would have impacted more on your body and mind, you will be susceptible to age onset diseases and life's little knocks will affect you more. Here you will watch your boy become a man, your little girl becomes a woman that little life that you brought into this world will be all grown up and they will be setting about starting their own lives, of which you will be part of and get to enjoy so much to. In this timeline, you will be heading for your retirement, it's time to rest and have the time of your life. Here your time if you did things correctly will be yours and yours to do with as you please.

The Omega Time Line:

In this timeline, you will be coming of the dawn of your life, this timeline will include ages 65 to death. If we look at life in this present day and age life expectancy has drastically improved, modern medicine coupled with breakthrough in health advancements can see us live to a good age. The reality of this timeline is that a lot ailments and age onset diseases would be in moderate to advanced stages and this will impact on how we live and do things, but no matter what you have keep positive, keep smiling and be happy. My dad at the time of writing this was 69 years old, a diabetic for over 30 years, he had hypertension, was blinded by diabetes in his one eye and had it removed, the other eye has only about 40% vision it was estimated, but with all that he was a true joker loving life and always having fun. The ailments he had never defined him or the way he lived his life.

So, as you are in the final phase of your life, you live it to its ultimate and when you say goodbye you leave a legacy behind that in the eyes of those you loved and shared your life with you will always be a hero and someone that they will never forget. My dad left a legacy that will last within me for forever.

Chapter 12

Stagnator or Creator

“Use time to create and not to stagnate”

Now you have to ask yourself this, are you a person who wants to create a whole new life? If yes, you will want everything that will be beneficial to your life and nothing that will lead to no progression. It's quite simple create or stagnate. When we look at the concept of creation it's truly magnificent. Creation simply put is taking something from within your mind and making it a reality. Reality is the world that you live in it's what you have created. Do you get the picture that is forming now? Creation becomes your reality and your reality comes from what you have created. This is one point I always stress time is short, tomorrow is never guaranteed, so don't ever put anything off unless it must truly be put off. Creation is the constant wave of progression that allows you to achieve what you want in the limited time that you have. If we look at the great minds of our time these people's minds turn over more than the waves at the beach their level of creation greatly influence our lives and in turn allowed them to reach heights that make them worthy of our admiration and in turn inspire us to achieve greater heights. Creation started from when we were very little, remember being small and drawing a picture, making things of clay, making sand castles on the beach, when we started our development, creation became key to our development, but as time went by we find ourselves slowly losing this ability. If we look at the number of people populating the earth and from this how many people actually reach the ultimate heights in life, it's truly a very few people. We must ask why from so many people on a planet only so few stand out?

Well, it's because these people constantly took creation new heights, their minds were evolving with the times or beyond the times and in that time what they created had a demand and that demand lead to their success. Time is constantly evolving and within that time things change and when you can meet those changes through your creations you are on a road to success. Just look at the most revolutionary companies our time, Microsoft, Apple, Samsung, LG, Sony, Panasonic, Virgin, Automobile Companies I could go on and on here, but you get the picture, to stay in the game you have to constantly create and meet the demands of the time. As a person, you must apply that same principle to your life, to better yourself in the time that you have available, to you create and become the master of your own destiny.

Stagnation simply put is when creation within your mind has ceased. This I must say it's becoming a cancer in our current society. Have you ever seen what happens to water that just stands in a puddle, it gets polluted, it starts to smell and eventually it will just evaporate and nothing would have come of it? Now look at water in motion like at the beach, in lake and rivers the process of motion keeps it alive. It flows and in turn that enhances everything around it. Ever tried surfing when there's no waves well you can't the creation of the wave influences the surf, the bigger the creation of the wave the better the surf. In today's society, we see so many people not getting anywhere they get a job and stay there because they have a job and that's good enough. We see very few people reaching the zenith of life. Why, because they have stagnated, stagnation stunts growth. Look at yourself I'm sure at one stage you had dreams, hopes and desires, the only thing that stopped you from achieving that was you. So, get up relook at them and you get your life back on track, you don't see obstacles you only see hurdles you can overcome. You are going to create your whole new world. You are going to change from the Stagnator to the Creator.

I want you to say this "I can achieve anything I set my mind to" and I would like to stress this say it over and over again, make it the head note on the cell phone, the screensaver on your computer make it such that you just don't say it you live it.

Chapter 13

Time Harmony

“Time is a beautiful melody which, when harmonized creates beautiful orchestrations in life”

The one thing we must always remember is that time is always available to us; it is we who decide how that time will be used. You are going to find a repetition of what I spoke of in the earlier in the book, but like I say some things need to be repeated. Now ask yourself what you spend time on and then ask yourself what time has to be spent on. If you have a desk planner, diary or marking calendar you will have a very good idea of where your time is being spent. If you don't, take the time to just sit and plot what you spend your time on. Next, ask yourself what is important and what is not. You will find here that there might be things that hoarded your time, and I want you to think of this as clutter in a room and you need to rid yourself of this clutter in order to make more space available in the room. If you have watched the television program Hoarders, you will have a good idea of what hoarding is. In time when your time is spent on one thing that dominates your time this is called Time Hoarding. Time Hoarding causes disharmony in time and to be fair, we want our time to be harmonious, this is called Time Harmony. Time Harmony puts your time in balance and allows you to create that harmony that will add so much value to your life. Now remember earlier I said you must plot what you spending your time on, now I want to list side by side what you think you hoard your time on and what to you would be harmony time. Just think like this, does what I do add value to my life or devalues my life, now start a process of eliminations start to get rid of what is not important and focus on what's important, you will find here if you have developed a habit over time it will stand out and be the cause of your Time Hoarding.

Here you must be honest and sincere with yourself, with the outlook that you want to change your life. Now say this "I want to change my life" and say it again, now I want you to start getting hyped up get up off that sofa or chair you sitting on and say it again you jump up and down and you say it again air punch if you want and say it again, are you feeling hyped are you feeling good if you did this with all sincerity you will be, now that you are hyped up go back to that list and look at that one thing or it may be a few things it doesn't matter and now say "I don't need this in my life" say it again I want you to get hyped up again and you say it again jump up scream I don't care what you do now go to the mirror, look at yourself and say it again I want you to see yourself saying it and you say it again, if there's someone you live with or if you married and this has had a negative impact on your relationship you go to that person take that list with you let them see it point to it and say "I don't need this in my life" you say it again tell them now get them to join you and let them tell you "You don't need that in your life" let them say it again and let them get hyped with you if that has isolated the person you love let them see that now and I mean now is the time for change and you are changing, you are the caterpillar that is going to become the new butterfly, if what you hoard your time on is more difficult to get past you ask that person or a friend to help you and stand by you because you want to become a new you . Now look at that person and you tell them how sorry you are embrace them and you start your journey on the road to Time Harmony. If you did this with all sincerity you should be starting to feel good or you should be on the way to adding more value to your life. If I had to ask you this what would you prefer to eat a chocolate or rotten apple what would you say, well no need to guess there any sane person would have said the chocolate. Let your life be sweet like that chocolate now. You see we need to start building that new train of thought, remember what you think creates you. From now you want only what is good in your life, never forget how short the time is that you have on this earth and while you are here you want to maximize that time, you want to be someone, you want to be the next big thing or you want to change the world, now you can, remember there is only one you, there is no one like you, you are one of a kind you are so special and you get to shape your destiny, you get to turn the world on its head and you do all that in the time that you have available to you in your life time. At

the end of it all you want your life to be good, you want it to be satisfying and you don't want to look back on it with regret, you want to look back on it with fulfillment, happiness and the joy that the time you had was pure harmony. I'm going to say this, this is your life live it good, live it fun, live it hard, you laugh and cry but don't at the end have to live with regret, because time that has passed is gone, it's never coming back. You create your own Time Harmony this is your life.

Chapter 14

Time and Relationships

“Time and Love go together like a hand and a glove”

When we look at relationships time is so important, it forms the main base that strengthens any relationship. So, have you taken the time to see how much time you are dedicating to your relationship, I think in this mad rushed world most of us don't. So, let's do this look at your relationship now and think about that. To calculate that figure, I want you to refer to Chapter 4 and do the calculation, just follow the formula and it will give you the end result on how much time you have available in between working and sleeping. To bring it into more perspective write that down, let it, look at you in your face and sink into your mind. I'm sure for many that must be a shocking figure. So how do we remedy this situation, let's have a look at that:

1. First look at how much time you have available.

In order to make use of the time you need to know how much time you available. This will vary from person to person as we all have different jobs and responsibilities. As stated above use the time calculation from chapter 4 to bring your available time into perspective.

2. Look at points of commonality.

Once you know how much time you have available look at points of interest and what you have in common to bring the two of you together. Think of these points of interest as a bridge that will join the two of you from opposite sides. Please put a bit of time into this because it's so important, to make it better sit down and write what you have in common and what you don't. Always be most sincere when the table of interests is being populated. See where you can bridge the gap between the two of you.

3. Look at the points of compromise.

Now that you have the table of interests it's time to look at it carefully. For some there might be a lot of points where you can meet halfway and that

will result in you using those points to be together more, for some people there might be very, very few points of interest, so what happens here, well it's time to compromise. This word is so important, be open and accommodating here, being rigid will only complicate matters. Show each other how important you are and that you are willing to do anything to make your relationship a success from one day to the next. Remember and again, I'm stressing this time is short and it goes by so fast so make the time you have count at all times.

Another thing you can do here is to try something new that you both have never done before, think of it as a new adventure in bonding, you might find that doing something you both have never done before could be the very thing that you both enjoy doing so much, so don't be afraid, explore, remember the people benefiting from this is you and self-investment is one of the best investments there is. So, remember always be open, accommodating and don't be afraid to try new things. Take on new interests that would put you on a whole new path and just make your relationship so much stronger and more adventurous. Don't be scared to take things to the next level.

4. Make that time count.

Now that you have compromised or you have a good table of interests, you make that time count. Maximize the time you have, make that time a routine in your life. Rotate your interests, be imaginative, surprise each other, make your relationship exciting, and show each other how much you mean to each other. Time is a commodity that no amount of money can buy, time lost is never regained, remember this please. A relationship requires constant work, so instead of thinking of this as tedious, think of it as a rewarding factor in which you will both benefit and take it to new heights all the time.

Chapter 15

Time The Great Healer

“Heal in Time to become whole and make a new life your next goal”

If there's one thing that a person will go through in life its pain. It's something that's at the very core of being human. Pain is felt on 2 levels; we have Physical Pain and Emotional Pain. Some of us might experience this pain on multiple levels and in the end when that pain is overcome it was done within a given period in which a certain amount of time elapsed. Let's look at these in more detail:

Physical Pain

This is pain that is done to the body and it causes harm to the tissue or bones. This pain could be self-inflicted or inflicted by another person. Depending on the severity of the harm caused by this pain it can leave scars that last a lifetime. At the time of writing this chapter my car had problems and I had to commute where I wanted to go. In the taxi, I met a woman and saw she had had many scars on her face and arms. As I looked at them, she looked at me and said they were a painful reminder of what was done to her. I asked her where the person was who did this and she said he was imprisoned and was going to be there for a very long time. I looked at her said that she has been in many battles, but in the end, she had won the war, she should look at those scars as scars of triumph, battle marks that showed that she had survived immense atrocities that was committed against her. Look at the scars with joy and not heartbreak, to me she was someone so inspirational and so strong, she should tell her story, help other afflicted women, she had done what so many women in her shoes could never do. She told me she never thought about that before, smiled and said thanks, she looked down at the scars and said, “wow my battle wounds, I must be a great warrior then” I looked at her and said “yes any general would have been so proud to have you in his army, you are a true conqueror and an inspiration to everyone around you”. She smiled and got off shortly thereafter. You know this woman was the inspiration behind this chapter, she showed that adversity can be overcome

and she bore the scars of that affliction. In life, we are going to be hurt and the sad revelation is people are hurt mostly by those they know well. It could be a husband abusing his wife, a parent to a child, a bully at school and the list goes on and on. You know the pain situation plays out 2 ways people are stuck therein and can't find a way out or in the situation like this lady where she took a stand and got out of that abusive life cycle. Which are you do you want to stay in that situation or get out? You must always remember time is of the essence here, it literally can determine life or death. The expanse of time in which the pain occurs is determined by the afflicted person, the first thing anyone in this situation should remember is that you are not alone, the afflicter might lead you to think that way in order to prolong the period of pain and affliction, help is always available it's up to you to stretch out your hand and take it, think of the situation in this light, you are climbing a mountain and you slip, you are hanging on and out comes an outstretched hand, below you lies certain death, the entire situation now lies in your hands, you have the choice reach out and be saved or fall, what would you want to do, if that was me I would reach out and take the extended hand. Once you are safe from what is causing the physical pain you can start to heal, as we are all different and handle life situations differently the period of time it would take to heal would vary from person to person. The most important factor here is that you have taken the steps to take back your life, start healing and becoming a stronger person for what you have endured. Remember, there are many organizations, non-governmental organizations and your local police service that would gladly assist you in the event of you suffering affliction and harm, so stop being a victim become a victor. Let the time process start to heal you and make you whole again.

Emotional Pain

This is pain involving emotions; it is pain of a non-physical nature. Emotional Pain is normally caused by a traumatic event or experience. Emotional pain could be very sudden or occur over a prolonged period of time. The scars of this pain lie within a person and in many cases can be far more severe than physical pain. The longer this pain is left untreated the deeper the scars can become. As with any injury or ailment the sooner help is sought the sooner the healing process begins. We are all different and we handle our emotions differently. The most important thing to always understand is you are never alone, I know I'm saying this again, but it must be stressed, people in situations of pain, no matter what they always feel isolated, like they have nowhere to turn, that couldn't be further from the truth, perpetrators of oppression use this as a tool of control to isolate and inflict more harm. Time gives us something great and that is the ability to make decisions that will affect our lives now, tomorrow, the next day or even the next year. So, use that time and make a choice, choose not to be a victim, be a victor rise above the oppression and hurt. No matter what the pain or the situation in life, it can be healed in time. With this sort of pain seek out a suitably qualified professional or turn to community based aid organizations specializing in this, your church or members in your church, family and friends if you look around, there's always somewhere to turn, I know this is hard for the person being afflicted but remember the journey of a thousand miles begins with one step. So, take that step, reach out and let yourself be healed. Time is a great healer; it will slowly put the broken pieces together and make you a new you in whom you can look forward to a new life with all the promise and prosperity that you want to add to it.

Chapter 16

Time and Work

“Make time at work, your greatest perk”

Let’s face it; we spend more time at work than we do anywhere else. If you want to see how much time you are using at work just go to Chapter 4 and use the time calculation formula. This will bring this into perspective very quickly. When we look at the working environment we will see people who excel and those who stagnate. What sets these people apart from each other? If you look at yourself right now, what do you see someone who is climbing that corporate ladder or someone who is getting really going nowhere? Did you ever stop to think why these people get as far as they do? Let’s look at the working environment and how time can be used to maximize the environment.

1. Firstly, you need to know how much hours you work.

We all work different hours and working those hours requires a certain amount of energy and there’s the time factor that involved. Also, the hours you work determines your remuneration. When you work, you are selling your time for a certain amount of money. If you are self-employed or own a business, you are trading hours for variable remuneration based on the services you offer or products that you sell. In effect, it’s the same thing, it’s time for money. Knowing how many hours you work will determine how much of your day or night you will take up and then you will adjust the time thereafter according to your lifestyle. If I ask you now how many hours you work in a day how fast can you answer that? If you did that quite fast well done, if you did not take the time add up and memorize it’s so important.

2. Secondly, what is required of you in that time?

Every job is different and each job will require you to perform different tasks. How many of us actually know what our full job description is? If you had to ponder that question could you answer it with absolute certainty? You see, in the time that you are at work in order to function you have to know your purpose. If you don't know your purpose you cannot function. If you are unclear of what is required of you, ask your supervisor, manager or go to your human resources department and ask them to inform you accordingly. Now that you know exactly what is required of you, you can adapt yourself to those requirements and start to fulfill what is required of you. You now have your designated purpose and with purpose comes meaning. Always show your eagerness for wanting to excel and work hard, start to be seen as an asset and a great prospect for any advancement.

3. Thirdly, what you need to do to maximize your productivity.

When you work, you are required to be productive; being productive benefits you and the organization that employs you. The first thing to being productive is you must have good time management. See how much time you have and how much you need to complete in that allotted time. Look at what holds you back and look at what propels you. Ever heard the saying "a chain is as strong as its weakest link". One thing you do not want to be seen as is a weak link, organizations are about maximizing profits, if anyone is found to be hindering that, that individual is normally let go if they cannot improve. People are in general shy to say they don't know, this is a common human trait, I'm telling you now don't be afraid if you don't know just ask, by asking you are learning something you don't know and at the same time you are increasing your knowledge base. Knowledge is power, don't ever forget that. So, to be productive, manage your time in accordance with your work, and do what is required of you at all times, ask if you don't know anything, increase your knowledge base as often as you can and become a model of improvement and growth.

4. Fourthly, what do you need to do to advance in the company or advance yourself?

Let's face it, we all want a good life and for majority of us, we are going to have to work in order to achieve that. The first thing to remember here is that as a person you have to constantly market yourself. Just look at electronic products or any product, companies and manufacturers constantly improve and add more features; this is done to keep the product financially viable and competitive. It's to keep one product above the rest and the competition in this regard is fierce. So, to as people we need to improve and advance ourselves to make us more marketable and appealing. How is this done? First and most important you need to educate yourself. Then you have to apply that education for the purpose to which is required. Lastly, you gain experience. If we look at many large organizations today, they offer various training and education learning options. Have you taken the time to see if your company offers any incentives that could advance you educationally? If you, haven't I urge you do that and also see what regulations and rules are attached to that. When you improve yourself, it can only benefit you in the long run. Remember to look at your organization, see where you want to go in that organization, and then determine what you have to do to advance, follow through on what's going to advance you, remember what you put in is what you get out, so at all times maximize your effort and the reward will be just as good. The Legendary Mr. Nelson Mandela said "*Education is the most powerful weapon which you can use to change the world.*" Education can change anyone's world, so let it change yours.

5. Fifthly look at others who have succeeded and see how they did it.

When you look at your organization, you will see people who started at the bottom and now are at the top of that organization. They did not get there by being idle; they did various things which propelled them up the ladder of success. Take a look at what these people did, even better, take the time to ask these people what they did and how they did it. Look at this person as a mentor to your success being realized. Another great way is to read books, a little research goes along way, look at industry leaders, read their stories become inspired and take that inspiration and apply it, you might find that you can improve on what you read and also through hard work and determination become an industry leader yourself. The only limits we have are those which we impose on ourselves.

So here you will invest in yourself to see yourself become a success. Don't be afraid have the courage to endure, sometimes the road ahead won't be easy, life wasn't meant to be easy we face obstacles that try and test us all the time, our metal is shown by how we overcome adversity. Here's another saying from the Great Mr. Nelson Mandela, *"I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear."* People who succeed are not afraid they tackle any challenge and have the acumen to overcome any obstacles. Look at great people, learn from them, and improve on what you have learnt from and in turn become great yourself.

Chapter 17

Making Time

“Change your time mindset and you will have no regret”

How many times have you said “ I don’t have time for this or that” wherever you look time just seems to be evading you, running away from you and you just can't seem to catch it and sadly you never will and I'm going to explain why. I'm sure most of us know that it takes 21 days to create a habit, now just look at yourself carefully and ask how long have you said you don’t have time, for most of us its years, without realizing it, we have conditioned our minds to the fact that we don’t have time. You see now not having time has become part of your life You see, the human mind works on repetition and after a while that repetition becomes part of your mindset. Let me give you an example here, let's take a look at a song how do you commit it to memory, simple you sing it over and over again and what happens you remember it and whenever that song plays you instantly know those lyrics, next we can take studying for an exam it works the same way you repeat what you want to study over and again and what happens it becomes committed to memory and when you write that exam you can instantly recall what you have studied. You see, here we have mentally conditioned ourselves to accept that we don’t have time when in fact we do have the time. That mental conditioning has to be broken; we have to offset that with something that is going to alter the years of mental conditioning we have imposed on ourselves. Now how do we start to do this well, it’s a simple thing that might be hard to start with but with continuous repetition it will yield great results.

You see what got you to this point is saying you don't have time now you are going to start to do the opposite you are going to start by telling yourself you have time. "I Have Time", "Time Is Mine", "I am the Master of my Time", these are merely a few examples you choose what works for you. I want you to do this when you wake up because you are going to start conditioning your mind as early as possible and during your day you are going to do the same say it as much as possible, don't rush things here always remember you are going against years of mind conditioning in which your mindset was conditioned around not having time. So take it slow go with baby steps, slowly get into that new rhythm of having the time available to you. You are after all, the master of your time, time is not your master so you get use time as you see fit. I want you think of something small that you never had the time for, it could be changing a plug on an appliance, getting rid of clutter, cleaning out your wardrobe, you kind of getting the idea here and I want you to do it. Don't think about it, just do it. Now, after you have done that, tell me how you feel. You see, you were putting that off because you never had the time to do it, now you have done it, it's done and behind you. Start to do that with the rest of your life, make your life worth living. I was watching an episode on Caught on Camera it was the episode where they featured videos from YouTube and the Net, one of the segments really caught my eye it was about a man who was sky yakking, if you don't know what that is its simple leaping out of a plane in a canoe and having fun in it before you hit ground. This man went sky diving and fell so in love with it that he quit his job and did this full time. But his passion grew and he did various things while sky diving which led to this, he now performs all over the world doing different things from an airplane. You see here was a man who took time into his own hands and made it work around him and why because he changed his mind set, which in turn changed his life. If he was working say from 9 to 5 he would never have the time he desired to fulfill his hearts desires, so he left work and pursued his new found passion and he made that passion his new career in life.

Now please don't go leaving your job, always think things through and always make sure you are on a good footing before you attempt a new venture. I'm sure you know the saying "Nothing ventured nothing gained", you see if you don't

make the time for things in your life you will never know what could drastically change it. So get into that new mindset and recondition your mind, you have time available to you it's up to you so make that time count and change your life in ways you never dreamt possible. Good Luck and here's too many great and happy things in your life with your new found time.

Chapter 18

Conclusion

“The time you have is yours become the sculptor of your own destiny”

You know during the writing of this book I lost my dad and then shortly thereafter my grandmother and then my mother. When I took a step back to look at things the perspective of time became so important to me. Death is the finality of a life; time ceases for that individual and for those of us who are living time still goes on. I have said this before this life is short, look at your life, take every opportunity, cease every moment, create moments that make a life time, make your life an amazing one, change the life of a person or people be the most dynamic person you can be. Life is never going to be easy for a lot of us, we are going to go through a lot of hardship and trials, you never let them get you down, you face it head on and rise to everything that this life will throw at you, you are the master of your own destiny, of your life so make every adversity and trials the hurdles you have jumped, you face life with the courage of a gladiator ready to do battle.

Remember this: Life is what you make it: I can't stress that enough, don't look back to what could have been look back to what was and how good it was. The old saying lost time can never be regained, is so important, one second that passes you by is a second that's forever gone, no matter what you do you will never get it back. You know we are all different as people and that's what makes us so great, each and every one of us is unique in our own way, imagine a world where everyone was the same, life would be so boring, just as we are so unique, our time is unique, with what we do, when we do it, how we do it and with who we do things.

We don't live on islands we live in interactive environments where we are exposed to so much, the technical revolutions have put our lives on different levels now, it's good and bad we communicate so easily now and yet it can be one of the greatest thieves of our time, look at how many people waste time on social networks, reality television and so on for some people it is their lives, they live in cyberspace and not reality, nothing wrong with cyber space just don't become a slave to it. Your life is precious, you only get one life make the most of it and take the time to make someone else's great too if you can change someone else's you do it, nothing brings more satisfaction than taking your time and making that time to be Impact Time, Impact Time simply put is time that changes another person's life or alters the circumstances that would lead to improving their lives. Life is for living so you go out there and live it to the fullest, laugh, cry, love, hop, skip jump for joy do whatever you want but, in the end, look back and say it was a life well lived.

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Yours Divinely
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