

What You Can Do with the Time

One Second – Change your view, have a pleasant thought, sit up or stand up straight, mop your brow, clear your throat, call someone on your speed dial system.

Thirty Seconds – Stretch vigorously, close your eyes, visualize a pleasant scene, drink some water, take a quick walk, check for messages, look at photos, write a Thank-you note, yawn intently, straighten up your desk, review notes.

One Minute – Throw water on your face, dry off, walk down the hall, stretch intently, gaze out the window, engage in a mini meditation, have a big drink of water.

Five Minutes – Make an important call; check for phone, TM, and email messages; catch the news on TV, radio, or the Internet; lay your head down for some quick rest, take a rigorous walk, get a drink from the vending machine, balance your checkbook, water the plants, vacuum one room, straighten up the interior of your car, review what's in the trunk of your car, have a brief meeting with staff members.

Twenty Minutes – Jog for two miles, walk for the whole 20 minutes, do vigorous stretching, clean your bathroom, take a shower and get dressed, respond to phone calls, faxes and emails, deal with today's mail, clean up half of a filing cabinet drawer, completely straighten your desk, take a nap, meditate, do yoga, run a PC diagnostic program, download many large files, mentally rehearse a major presentation you'll be giving, proofread a report, comfortably eat lunch, catch the news on television.

Forty-Five Minutes – Everything you could do in 20 minutes with more gusto, watch a half-hour show with time to spare, read at least a chapter in a book, have a manicure, pedicure, haircut, etc., have a routine dental visit, have an in-depth meeting with your staff, run several miles, work out to an exercise video, have a deep meditation, listen to 10 to 15 of your favorite songs.

Two Hours – Watch a movie in the theater or at home, attend a local sporting event, spend quality time with someone else, read several chapters of a book, completely redo your file drawer, reorganize your closet or time to spare, clean your whole house, visit a good friend, attend religious worship, write a report from start to finish, handle all phone calls, faxes and email in detail, visit a park, green way, lake, or other nature area.

Half Day – Take a considerable car trip, catch up on your sleep, enroll in a rigorous course, renew yourself at the spa, attend several movies, read one book or more, take a plane flight, take a long drive.

One Day – Go on a juice fast, be a total tourist in your own city, read several books, renew your relationships with a friend from across town, clean out most of, or all of, your home, take a full day, fly to China.