

BRAIN FUNCTIONS – TIME MANAGEMENT :

By Harold Taylor

Our brain, the control center of our body, determines how good we are at managing our time and organizing our life. This is the premise of our two-day “Annual Conference on Time Management & Personal Productivity” in Toronto, Canada, August 24- 25, 2012.

From the brain’s perspective, time management is building new neuro-connections that allow us to more effectively get organized, visualize, set goals, prioritize, plan and develop a do-it-now attitude. These connections help us to focus, say no, sustain attention, resist distractions and keep track of all the things we have to get done. If we can do this, we can be in the top ten percentile when it comes to the ability to manage our time – and that’s what this year’s time management conference is all about.

We will start by demonstrating how to build neuron connections through memory training, creativity and brain exercises.

The average person can remember seven unrelated items. But by relating items to each other, the number of items you can recall becomes unlimited.

We all have some weak brain functioning, but these can be strengthened with mental exercises we can perform on a regular basis. Many of us experience age-related memory lapses, but we have the power to minimize their severity as we age. **Research tells us that 76% of brain health is within our control – and only 24% is genetic.** Thanks to the trillions of connections among our brain cells, there is a spillover effect on other parts of the brain. So training of memory also helps develop your creativity (another workshop) and creativity exercises will help develop visualization, decision making, focus and other “executive skills.”

Time management and organization begin in the mind, and the key time management skills (also covered in one of the sessions) will improve as we continue to build more neural connections.

Many of the old learning techniques that strengthened our brains, such as rote memorization and handwriting are missing from our lives. We must compensate by stimulating our brains in other ways. A workshop on improving the learning process discusses this, and suggests ways to maximize the learning process both for ourselves and others.

We will also have sessions on working with technology, including useful resources and helpful websites as well as a discussion on the latest time management trends.

You will find the session on “The brain has a mind of its own” throws light on why we sometimes sabotage our own efforts with such things as procrastination, self-interruptions and lack of focus.