



**Zach Rinkins**

Award-winning author, speaker and journalist. Host of the Rinkins Report, a financial empowerment multimedia platform

June 24, 2015

HUFF  
POST

BUSINESS

# Rinkins Report: Three Tips to Maximize Your Time

Posted: 05/04/2015 4:10 pm EDT | Updated: 05/04/2015 4:59 pm EDT

According to a recent Salary.com study, nearly 69-percent of all respondents said they waste at least some time at work on a daily basis.

Robert Lemon is a noted author, motivational speaker, and consultant is committed to helping people and companies accomplish their goals and maximize their potential. He says most people don't accomplish their goals because they don't properly manage their time.

"Most of the time people get caught up with time wasters that rob them of their ability to accomplish their goals," said Lemon, author of *Now Is Your Time 9 Steps to Reach Your Full Human Potential*.

Lemon identifies time wastes as engaging in unfruitful conversations, failing to take advantage of downtime, and neglecting priorities. The well-traveled motivational speaker says many people become distracted because they don't have a vision for themselves.

"It's very important to have an idea of what you want to do, what you want to have, and what you want to become. How can people help you, if you don't know what you want?" Lemon disclosed.

The Miami-based entrepreneur said once you have your vision, you must maintain it with motivation and encouragement.

"Many people don't accomplish their goals because they get discouraged," he said. "But, failure always comes before success. You must keep your vision. Speak your vision. And, achieve your vision."

This statement helped inspire the name of his company, Believe Your Dreams Inc., a South Florida-based motivational and business consultant firm.

Lemon readily admits: "On most occasions, I am not telling people something they don't already know. They just have to do what they know to accomplish their vision."

He offered these tips to maximize your time and accomplish your goals.

**Speak the Vision:** "If you speak an affirmation enough, you will manifest your vision. Affirmations help you respond and become proactive about your vision."

**Build a Support Group:** "I always try to find mentors that have achieved what I want to achieve. I take advice from them. Too many times people hang with people that discourage their visions and divide their dreams. I assembled a support group of friends, mentors, and advisors that help support my dreams."

**Be Tough and Commit to Your Goals:** "Sometimes I am driving on the highway and there is a traffic jam. Different drivers make different decisions. Some drivers go across the median. Others change their route. Some may even drive on the side of the road. Many drive into the traffic jam and get stuck. When you are seeking to accomplish your goals, don't get stuck. Do whatever you have to do accomplish your goals. If it's hard. Go Hard!"

