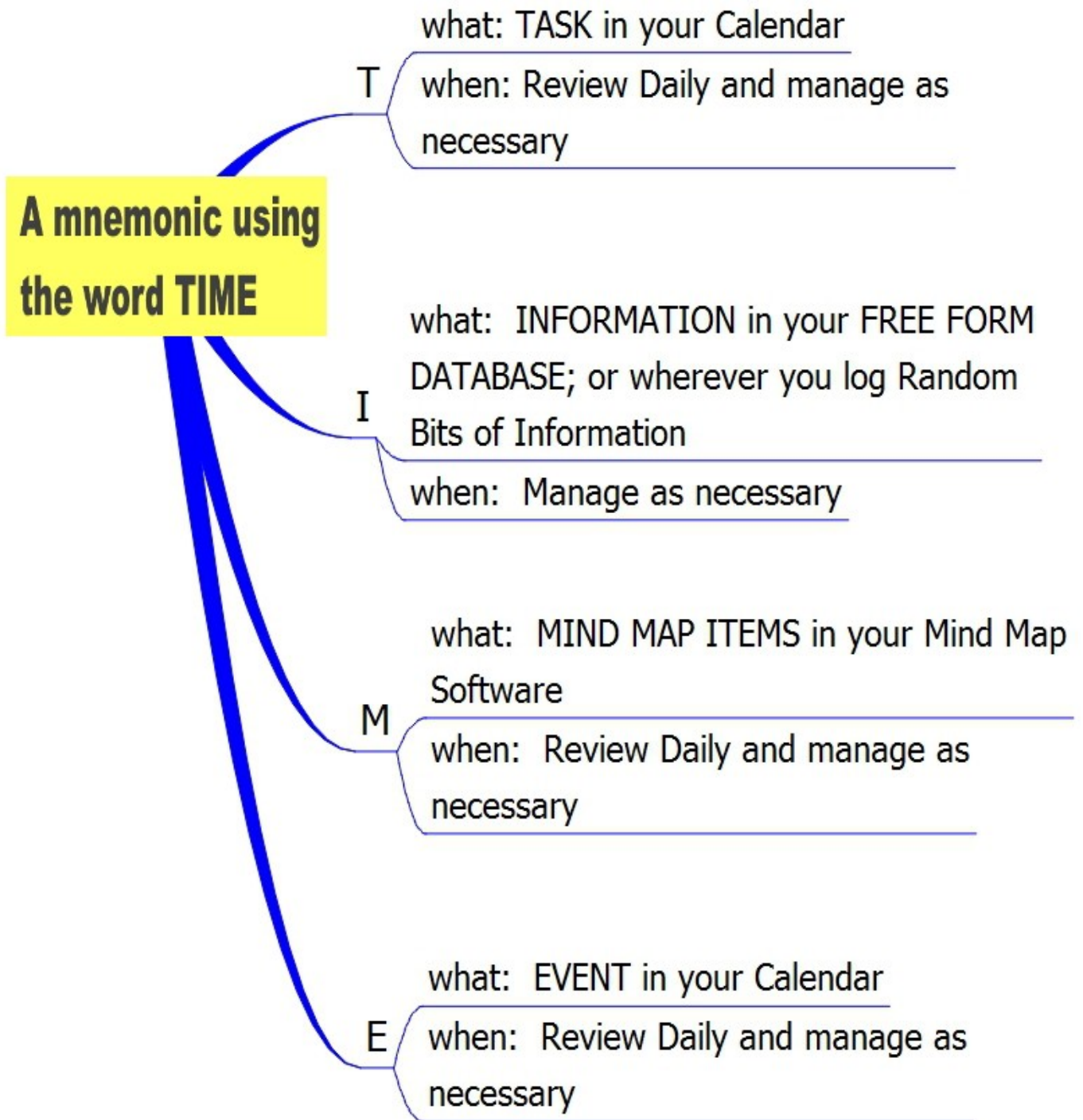


Time Mnemonic – Referenced in video entitled, “[Time Mnemonic To Help Reach Your Goals](#)” on the [Oportuno YouTube Channel](#):

<https://youtu.be/0Fu1D5NwC50>



Definitions for Event, Task, Mind Map and Information (as it relates to your goal management system):

Event is defined as: Meeting, Appointment or Activity that is set up for specified times or dates in your Calendar.

Task is defined as: To Do Items that generally would not be a meeting or appointment. To Do Items can still fall on a certain date and time without being a meeting or appointment.

Mind Map is defined as: A project, concept, or idea with a series of steps to accomplish a goal; that is: related ideas and information connected together forming a hierarchical web. A Mind Map can be used for project planning, brainstorming with yourself or with a group, decision trees with if then branching to find the most logical path to right answers or action, a thinking tool to help generate ideas, note taking, sharing of information, etc.

Information is defined as: Free Form Database for managing random bits of unstructured text information entered into a database that can be easily searched and easily managed. A Free Form Database is easy to manage and use because there are no specific predefined structured fields to enter. Any text entry is acceptable and searchable. Information can also be other sources, including but not limited to spreadsheets, software of various types, online information, etc., excluding your Calendar and Mind Map, for the purpose of this reminder system. Any source you regularly use to manage data, is called Information.

**Review and manage your
Mind Map, and Events and
Task in your Calendar, daily;
and manage your Free Form
Database anytime necessary.**

I have created a Mind Map of this Time Mnemonic that can be used as a reminder to utilize these 4 Pillars of Goal Management: Task, Information, Mind Map and Event.

T is for Task,

I is for Information (Free Form Database, Etc.),

M is for Mind Map

and E is for Event.

Using this TIME Mnemonic, makes it easy to know when and what you should do in order to maintain your Goal Planning System.

Until it becomes habit, daily use this TIME Mnemonic, to remember to know what you need to do to maintain your Goal Planning System.

I would suggest using the TIME Mnemonic at the beginning of the workday and at the end of the workday.

Example: At the beginning of the workday, use the TIME Mnemonic, meaning you daily review and manage your Task, Events and Mind Map which is the T, E and M in the TIME Mnemonic. Check your “Information” in your Free Form Database and/or other software used to store random information, as often as required which is the “I” in TIME Mnemonic. I recommend first checking “Events” to see if you have appointments or meetings that day, and Secondly check “Task” to see what To Do Items need to be completed that day; and then review your “Mind Map” to see if your projects or planning require action or modification. When you need to retrieve or add random information, use the “I” (that represents Information) in the TIME Mnemonic; which uses your Free Form Database or other software where you store random information. At the end of the workday, use the Time Mnemonic again to make sure you completed what was supposed to be accomplished that day. If any items are not completed, use that time, at the end of your work day, to reschedule those uncompleted items.

Basically, use the reminder word TIME, to daily check T (Task in your Calendar), daily check M (Mind Map) and daily check E (Events in your Calendar) and manage as necessary the letter I (Information, your Free Form Database or other

sources of information) as necessary.

Using this TIME Mnemonic, makes it easy to know when and what you should do in order to maintain your Goal Planning System. Also, during the course of the day, you will find yourself adding, editing and deleting Task, Information (Free Form Database, etc.), Mind Map and Events; but it is still important to set aside time at the first and last of each workday to use the TIME Mnemonic which ties it all together, insuring forward progress. This makes sure nothing is left undone.

This TIME Mnemonic will provide you a method to know what to do and when to do it, just by knowing and implementing the TIME Mnemonic.

Time is the most important thing you can give someone. Time is something you give away that you can never get back. Make the most of your time, value your time, give the gift of time to others and value others' time.

Begin using this memory minder mnemonic daily, acting on this T. for Task. I, for Information, such as a Free Form Database, etc. M, for Mind Map. And E, for Events. You will be amazed at the forward progress, made toward achieving your goals, hopes, dreams and aspirations, by simply using this TIME Mnemonic, every day.

Hopefully, the use of this TIME Mnemonic will point you in the right direction, to achieving your goals. Even if you have to take very small steps, just begin today, to start your journey toward your dreams, hopes and aspirations. And, remember, that:

“It’s not the Strength of the Gale but the Set of Your Sail”,
that determines your forward progress.



'Tis the Set of the Sail"

But to every mind there openeth,
A way, and way, and away,
A high soul climbs the highway,
And the low soul gropes the low,
And in between on the misty flats,
The rest drift to and fro.

But to every man there openeth,
A high way and a low,
And every mind decideth,
The way his soul shall go.

One ship sails East,
And another West,
By the self-same winds that blow,
'Tis the set of the sails
And not the gales,
That tells the way we go.

Like the winds of the sea
Are the waves of time,
As we journey along through life,
'Tis the set of the soul,
That determines the goal,
And not the calm or the strife.

By Ella Wheeler Wilcox

This poem entitled, 'Tis the Set of the Sail, was published in the year 1916, by the American author, journalist and poet, Ella Wheeler Wilcox, who lived from 1850 to 1919. She was born in Johnstown Center, Rock County, Wisconsin, and later moved to Short Beach, Connecticut. Ella Wheeler's home in Short Beach Connecticut, overlooked Granite Bay, a popular sailing area.

Recommended Software, Reference Materials and Videos:

[“Time Mnemonic To Help Reach Your Goals”](#) on the **[Oportuno YouTube Channel](#)**:
<https://youtu.be/OFu1D5NwC50>

SimpleMind Mind Map Software:

<https://simplemind.eu/>

SimpleMind YouTube Channel:

<https://www.youtube.com/c/SimpleMindApp/featured>

Google Calendar:

<https://calendar.google.com/>

“How To Use Google Calendar (2022)” on the “Tech Insider” YouTube Channel:

<https://youtu.be/6dyCOXNLp8U>

MyBase Free Form Database:

<http://wjsoft.com/>

MyBase User Manual:

http://wjsoft.com/mybase_v8_docs.html

Personal Knowbase Free Form Database:

<https://www.bitsmithsoft.com/>

Personal Knowbase Online Help Page:

<https://www.bitsmithsoft.com/pkhelp/index.html>

Personal Knowbase PDF User Guide:

<https://www.bitsmithsoft.com/download/knowbase.pdf>

Google Keep:

<https://keep.google.com/>

“How to Use Google Keep ? | Google Keep Tutorial 2022” on the Kewal Kishan YouTube Channel:

https://youtu.be/uQxyXZkn_tE