



RECLAIM TIME IN YOUR DAY

**Keep it simple.
Take imperfect action!**

"All you need is a plan, a map and the
courage to press on to your destination"
Earl Nightingale

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RECLAIM TIME IN YOUR DAY:

Step 1 - Know your big why?

What is the reason that you are doing the work? What is your vision? Your goal? Your target? Whatever you want to call it.

What is it you want to achieve that gets you out of bed in the morning. There may be 2 visions - one for business and one for personal - this is ok, no problem.

My big why / my vision my goal / my target



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Step 2 - Get rid of the overwhelm

Write a list of ALL the jobs that you have / want / believe you should do. It does not matter how big or how small, personal or business. Just get them all written down and out of your head. Ideally on post-its / sticky notes, or electronically so you can move them around.

Overwhelm comes from trying to remember all the things you have to do. By writing them all down you at least gain an element of control. Don't worry how big the list is.

Any jobs that take 5 mins to complete - just get them done and off the list / out of your head!!!!

Jobs-to-do list (you can split into personal and business if you wish)



A series of horizontal dotted lines provided for writing a list of tasks.

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Step 3 - Getting rid of the stress

Take a quick look down the list - are all the jobs aligned to your business or personal vision? If not can you eliminate or delegate them?

Prioritise the list by using this methodology using the list you have just created :

- Start with the first task (A)
- Have a clear goal in mind as to what you want to achieve
- Take the next task (B) and ask "in line with my goal is this task (B) more important than that task (A)?" If yes then the task (B) goes above task (A). If no, then the task (B) goes below task (A). - Assume 'no' for this example.
- Take the next task (C) and ask "in line with my goal is this task (C) more important than that task (A)?" If yes then the task (C) goes above task (A). Then ask "in line with my goal is this task (C) more important than that task (B)?" If yes then the task (C) goes above task (B) If no, then the task (C) goes below task (B) but above Task A.
- Repeat these steps until all jobs are prioritised.

Next, give some guidelines of time when the tasks are to be completed (no they can't all be this week!

- Even if you just start with jobs for the next 30, 60, 90 and 120 days it is a start.
- Then you could break the 30 days down to complete in the next 1, 2, 3 or 4 weeks.

Finally, as the jobs levitate to the top of the list for action, if they are bigger than 30 mins then break them down into smaller tasks and prioritise them in the same way as above. However, these smaller tasks all remain above the next job on the main list.

If a new job comes to your attention, don't lose sight of your prioritised list! Write a post-it/sticky note, using the same methodology insert it into the relevant spot on the prioritised list.

It is good to re-do the prioritising exercise once every 2-4 weeks just to check priorities are still the same.

Step 4 - Getting rid of the overwhelm, relieving the procrastination

Review all the jobs that are at least 120+ days and ask yourself "are they REALLY needed"? If they are that far away is it realistic to keep them? Could technology have changed? Could you have learnt new things by then? Are you sure they are really relevant?

You can decide to eliminate them at this point if you wish. They may be relevant of course in which case keep hold of them.

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Step 5 - Knowing your boundaries

Set your boundaries for working hours. Be realistic and give yourself permission to take a break during the middle of the day. It is important to refresh and re-energise your brain by taking a break.

| | START | BREAK | MEAL | BREAK | FINISH |
|-----------|-------|-------|------|-------|--------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |

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Step 6 - Sticking to your boundaries

Link your boundaries to your goals to help you stick to them. For example, I absolutely adore to knit! I almost get withdrawal symptoms if I don't knit or do something similar so this is one of my personal goals. I adore creating new content. I also want to buy a second home. So, these are two of my business goals

What is it you want to achieve by working WITHIN these boundaries?

What is it you want to achieve in your time OUTSIDE these boundaries?

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Step 7 - Use your diary and standardise

This is a very simple example created in Microsoft Excel, but any diary format that you currently use will be great. The aim is not to add more paper to your system.

Start thinking about what is it you do every week or month that you need to work around.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----|--------|---------|-----------|----------|--------|
| 700 | | | | | 70 |
| 730 | | | | | 73 |
| 800 | | | | | 80 |
| 830 | | | | | 83 |
| 900 | | | | | 90 |
| 930 | | | | | 93 |
| 000 | | | | | 100 |
| 030 | | | | | 103 |
| 100 | | | | | 110 |
| 130 | | | | | 113 |
| 200 | | | | | 120 |
| 230 | | | | | 123 |
| 300 | | | | | 130 |
| 330 | | | | | 133 |
| 400 | | | | | 140 |
| 430 | | | | | 143 |
| 500 | | | | | 150 |
| 530 | | | | | |

Example of a calendar for Step 7

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
|------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------|
| 700 | | | | | | 700 |
| 730 | | | | | | 730 |
| 800 | | | | | | 800 |
| 830 | | Intention setting | Intention setting | Intention setting | Intention setting | 830 |
| 900 | | Social media posting | Social media posting | FB Live | Social media posting | 900 |
| 930 | Intention setting | Emails | Emails | Emails | Marketing planning | 930 |
| 1000 | Social Content planning | Calling potential clients | | Calling potential clients | Processes for the business | 1000 |
| 1030 | | | | | Financials | 1030 |
| 1100 | Emails | | | | Social media posting | 1100 |
| 1130 | Social media posting | FB Live | Social media posting | Social media posting | Emails | 1130 |
| 1200 | Stuff that comes up | Stuff that comes up | Stuff that comes up | Stuff that comes up | Stuff that comes up | 1200 |
| 1230 | Lunch | Lunch | Lunch | Lunch | Lunch | 1230 |
| 1300 | | | | | Stuff that comes up | 1300 |
| 1330 | | | | | Review of the week | 1330 |
| 1400 | | | | | 3 daily tasks for Monday | 1400 |
| 1430 | | | | | | 1430 |
| 1500 | Coaching for my | | | | Massage and facial | 1500 |
| 1530 | personal development | | Stuff that comes up | | | 1530 |
| 1600 | Stuff that comes up | Stuff that comes up | FB Live | Stuff that comes up | | 1600 |
| 1630 | 3 daily tasks for tomorrow | 3 daily tasks for tomorrow | 3 daily tasks for tomorrow | 3 daily tasks for tomorrow | | 1630 |
| 1700 | | | | | | 1700 |
| 1730 | | Brownies | | Food shopping | | 1730 |
| 1800 | Football practice | | | | | 1800 |
| 1830 | | | | | | 1830 |
| 1900 | | | Yoga | | | 1900 |
| 1930 | | | | | | 1930 |
| 2000 | | | | | | 2000 |

Example of a calendar for Step 8

Step 8 - Time blocking (daily, weekly and monthly)

The example below will give you an idea of what might be needed in your diary each day throughout the week. Even if you work full time and are doing your coaching business around those hours you can still plan.

Block out the time to do the things you want to achieve AND STICK TO IT. Examples include intention setting, social media posting, emails, lunch, setting your tasks for the next day, calling potential clients, FB lives, finances, marketing etc.

Once this is all in place then you have the remaining time to allocate to clients / tasks you want to achieve.

Do not block out your whole week. Allow at least 30 mins in the morning and also in the afternoon to accommodate life / emergencies / over running. This way it means you have some flexibility in your day to move things around too.

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Step 9 - How many lists?

Now allocate times to the jobs at the top of your list, if you do not know exactly how long it will take then have a best guess and use it as a guideline to get you started.

As the jobs levitate to the top of the list for action, if they are bigger than 30 mins then break them down into smaller tasks and prioritise them in the same way as shown earlier. However, these smaller tasks all remain above the next job on the main list.

Take the top 3x30-mins jobs from your priority list and they are now your DAILY LIST OF JOBS TO DO.

This way you get the dopamine hit of achieving and therefore want more dopamine hits which equals motivation along with your compelling big why.

Effectively you now have a MASTER LIST and a DAILY LIST of just 3 tasks maximum.

If you have spare time in your day after completing your 3 tasks, then you can pick the next job on the Master List and make even quicker progress.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|--------|---------|-----------|----------|--------|
| Job 1 | | | | | |
| Job 2 | | | | | |
| Job 3 | | | | | |

Step 10 - How many jobs? = Save your daily tasks lists.

At the end of the day, take just 5 minutes and reflect "what went well" and note down what you can do again to replicate and get the same result (the wins).

Also reflect on what would have been "even more effective if" you had done something different. What have you learnt not to do? What would you have done differently to get a different result (the lesson)? This is all very very valuable information.

Save your daily tasks list at the end of each day and pop them in a pile. Keep them and add the next weeks jobs completed to the pile. And the week after and the week after that.

Take a few minutes at the end of the month to appreciate "what went well". Also decide what could have been "even better if ...".

RECLAIM TIME IN YOUR DAY:

AND HERE IS THE MAGIC

The formula

- 3 x 30 mins tasks per day x 5 days per week = 15 tasks per week
- Repeat for weeks 2, 3 and 4
- 15 tasks per week x 4 weeks = 60 tasks per month

On a Friday evening as you reflect on what you have achieved (15 post-it/sticky notes) **celebrate**, even if it is just a dance round the kitchen table. Do it each and every week.

At the end of the month have a real good look at the **60** post-it/sticky notes you have completed and **REALLY celebrate** just how far you have moved your business forwards!

CELEBRATE YOUR ACHIEVEMENTS!!

Celebrate at the end of each day
Celebrate at the end of each week
Celebrate at the end of each month

You are doing GREAT!!!!!! Well done, I'm proud of you.

