

Time Management

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Not Enough Time

While everyone has the same amount of time, we all have 24 hours in a day, some of us get more overwhelmed than others. That can happen for several reasons but we'll look at just the top 4 most common.

1. We take on too much
2. We THINK we take on too much
3. We waste time
4. We don't efficiently use of our time

We TAKE on too much

Often, this is the one we think is the most common, but I encourage you to go through all five to take back the minutes. We only have so many hours in a day so why do we take on so much? How do we know what to say yes to? It's a good idea to do a priority exercise like this the wheel of life. You can ask your coach for that worksheet if you like, but here are some questions to ask yourself. Will this take more time that it is worth? Sometimes we are caught spending 20 minutes to save \$2 when shopping. Will this add to my life or my families life? Will taking this on hurt other priorities I already have? Am I taking this on for emotional reasons: I feel guilty, I feel obligated, I need approval, and so on, Am I considering my own health is also important?

We THINK we take on too much

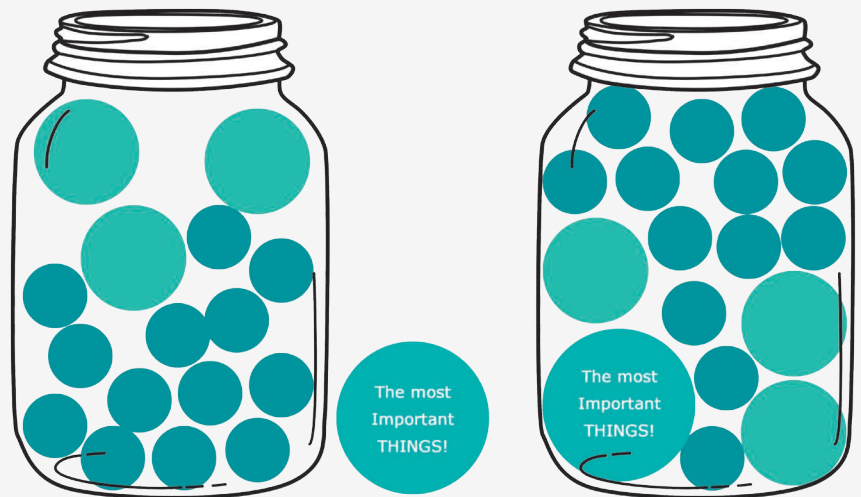
Being overwhelmed can eat away our time more than you might realize. I have found myself so overwhelmed by all the things I thought I had to get done, I didn't actually sit down to process the best way to accomplish it all. Think of a new cook in a restaurant who is given a list of work that seems like it will take 10 hours to complete, while the experienced chef knows if they do things in a certain order they can get it all done before the doors open. You always have time to stop and process what you need to do, whether you need to do it, and how you can best get it done. Maybe you can get more done if you just relax and do what you can do, not worrying about perfection, or getting everything done exactly as planned.

We WASTE time

Let's face it, most people say they don't have enough time, yet they have time for Facebook, TV, reading a book, or other thing they want to do. We can also get distracted. Have you ever gone online to pay your bills only to find yourself watching kitten YouTube videos for 30 minutes? Ok, maybe not, but you get the idea. For you it maybe you start doing laundry and find yourself reorganizing the closet. Yes, that might need doing, but did it need doing today? That's not to say you can't have a bubble bath or watch TV, only that you are aware of where your time goes and you are making conscience decisions on how to use it. We need a balance of rest and activity, play and work, so be proactiving in choosing how you spend your time.

Not an efficient USE of time

There is a visual exercise that involves a jar where you put in sand, then small rocks, then medium rocks, but at that point you realize you can't fit in the 3 larger rocks. However, if you reverse the order and put the large rocks in first, then the medium and finally the pebbles and sand, you can fit it all in. It's actually quite amazing to watch. The point is get the most important and urgent items done first! Here is a little graphic to help you.



Important AND Urgent



Important BUT Not Urgent



Not Important BUT Urgent



Not Important AND Not Urgent



Where do YOU spend your time?

We often think one thing only to find out something else is the truth. It's a good idea to keep a time journal for a few days to really identify where your time goes. Write in the time you spend, using minutes to keep the math easy.

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Totals
Sleeping (from the night before to morning)								
Morning Grooming (shower, makeup, hair, etc.)								
Work or School or Learning, time at work								
Work or School or Learning, time commuting								
Work or School or Learning, at home - prepping for, emails, calls, other work, etc.								
Cooking meals								
Eating meals								
Chores: laundry, cleaning, house repairs, etc.								
Leisure time, TV, movies, etc.								
Leisure time, personal email, social media, etc.								
Leisure time, hobbies								
Exercise								
Personal development - spiritual, growth, etc.								
Quality time with family								
Recreation - social activities								
Caring for children or other dependants								
Volunteer work								
Shopping								
Procrastinating, fiddling, distractions, etc.								
Other;								
Other:								
Other:								
Other:								
Evening Grooming (brush teeth, makeup, etc.)								
Totals								

Keep in mind each day should total 1440 minutes.

Note: This worksheet is not intended to take the place of your doctor, therapist, or health professional. It is for educational use only. Copyright © 2017 www.BodyMindHealthCoach.com