



CYOA: TIME MANAGEMENT SKILLS

HOW TO FOCUS & GET IT DONE



6 Tough Truths to Take Back Your Time

168 Hours We all have the same amount of time.

Normal If it happens repeatedly it's not a crisis it's how you live your life.

Behavior Time management issues are behavioral and solvable. You wouldn't give up on the owner of the counter surfing Golden. Don't give up on you.

Priority You have to spend time to make time. You have the time to do this, but your time has to be a priority.

Perfection is the enemy of done.

Responsibility Stop complaining, do the thing.

6 Steps to Getting Control Back

Reality Log your time. For a few days, or ideally a whole week, commit to write down what you're doing when you are doing it. All of it. Work, email, sleep, chores, family time, TV, etc.

Why What matters to you? What would you like to spend more time doing? What does your ideal day look like? *Personal Values & Your Ideal Day*

Boundaries

Is this part of my purpose?

Can I delegate it?

Visual Cues

Time blocking & Habit stacking

Start saying no to small things

Tools

- Email auto-responder, in-box pause, Do not disturb
- Time blocking
- Alexa, Siri

Plan Create a weekly planning/reviewing time. During this time review your week or day and plan for tomorrow or next week - block in steps toward your goals.

Accountability Build an accountability system - a friend, a group, an app - that will make failure uncomfortable.

