



The Coaching Club.

**MAKE TIME WORK
FOR YOU**

Workbook

Your relationship with time...

We all have the same 24 hours in the day, yet many of us try to squeeze and steal more time, often sacrificing sleep or other important things in our lives.

In order to get time on your side, you should treat your time like a valued relationship. Like any relationship, sometimes things run smoothly and sometimes we need to be open, discuss and reevaluate so we can get things back on track.

IF YOUR RELATIONSHIP TO TIME WERE A ROMANCE, IS IT THE LONG-TERM LOVE OF A HAPPY ELDERLY COUPLE OR IS IT LIKE A FAST AND FURIOUS AFFAIR THAT QUICKLY TURNS HOLLOW?

YOUR CURRENT RELATIONSHIP STATUS WITH TIME...

Take a closer look at your current method of managing your time.

Are you rigid with planning to the point that you are stressed and sacrificing happiness in certain areas of your personal life?

Are you a blind optimist with your time; always believing you have more time to do the things on your to do list or can accomplish more than you can in a certain time frame?

Do you make lists and plans that you never start or always find ways to put off and procrastinate?

THINKING OF THE SCENARIOS ABOVE, WHICH DO YOU MOST OFTEN FALL INTO? TAKE NOTE OF ANY THEMES THAT COME UP FOR YOU WHEN YOU THINK OF HOW YOU MANAGE YOUR TIME.

WHAT'S WORKING? WHAT'S NOT?

WHAT ARE THE TOP 3 UNHELPFUL HABITS YOU SEE SHOWING UP IN YOUR LIFE?

CULTIVATING A POSITIVE RELATIONSHIP WITH TIME

There are always 3 keys to maintaining a positive relationship;

- 1) **Being open and honest**
- 2) **Core values**
- 3) **Clear boundaries**

In this section you will evaluate each of these areas and how it relates to managing your time and conquering habits around procrastination.

TIME HONESTY

When you get to the heart of the matter with yourself in how you manage your time you can create a healthier relationship with it.

ON A SCALE OF 1-10 HOW HONEST ARE YOU WITH YOUR HABITS AROUND TIME?

1 2 3 4 5 6 7 8 9 10

ARE YOU PRESENT WHEN SPENDING YOUR TIME?

It's important to take a look at how truthfully we're using our time, whether we are working on a project or spending our down time to fully relax. When you are working on a project or goal, are you doing what you say you'll do, or are you wasting time? When you are relaxing, is it true relaxation or are you covertly procrastinating on something that's on your plate?

HONESTY AROUND PRODUCTIVITY IS JUST AS IMPORTANT AS HONESTY AROUND YOUR RELAXATION

WHAT IS YOUR NATURAL RHYTHM? ARE YOU WORKING WITH, OR AGAINST YOUR FLOW TIME?

Noticing what time of day you naturally focus better and operate in is an important consideration if you are trying to cram in more during times that are not optimal for you.

SATISFACTION WITH OUR TIME MANAGEMENT IS OFTEN MORE ABOUT HAVING REALISTIC EXPECTATIONS RATHER THAN HACKING OUR WAY INTO DOING MORE THINGS IN LESS TIME.

VALUES AND TIME

Like everything else in life, our values are an important deciding factor when it comes to our time. There is no way to meet all the internal and external demands we have, all of the time. When it comes to our priorities, it's important to decide what we will say no to and what we will say yes to.

WHAT VALUES ARE YOU CURRENTLY ALIGNED WITH WHEN IT COMES TO HOW YOU SPEND YOUR TIME?

WHERE DO YOU NEED TO REALIGN YOUR TIME SO YOU ARE INTENTIONALLY LIVING BY YOUR VALUES MORE?

TIME BOUNDARIES

Boundaries are a healthy part of any relationship. So when we cross our boundaries with our time we often get pulled in a million different directions and things end up in chaos.

WHAT BOUNDARIES ARE NECESSARY FOR YOU TO UPHOLD IN YOUR LIFE?

REMEMBER, BOUNDARIES DON'T HAVE TO BE PERMANENT AND CAN CHANGE OR BE REEVALUATED WHEN YOU DECIDE THEY NEED TO.

Domonique's Time-Saving Tips

- 1. Default to saying 'can I get back to you',** rather than automatically saying 'yes'.
- 2. When it comes to time and money, consider which resource most needs a top up?**
Spend money to save time or spend the time and save money
- 3. Remember the best-laid plans are dynamic and based on the best-guess.**
- 4. Recalibrate like Google Maps.** If you have to make a turn in your plans, be nimble and readjust your timeline when necessary.
- 5. First know the big picture. Then know the details for the first few steps.** Don't plan all the details the whole way through... you will likely need to change them!
- 6. Any plan, needs to be a plan of action.**
- 7. When you lack clarity, break it down into smaller pieces.**
- 8. When you feel overwhelmed, chock them back up into bigger chunks.**
- 9. Keep a digital Global To-do list and only write your top 3 for each day on paper.**
- 10. Have separate email addresses for personal, work and subscriptions.** This helps keep the mind from bouncing around to different topics when checking the inbox.
- 11. Use project management software like Asana for multi-layered projects.**
- 12. Use distraction blocker software when necessary like, Serene and Freedom**

**“All we have to decide is what
to do with the time that is
given us”**

J.R.R Tolkien