How to Create Time
3 tips to build the life you want

Coach Deb University   **Well Your Mind Series**

TIP 1: PLAN YOUR WEEK BEFORE IT STARTS

Then execute the plan the way you planned it. Just doing this can 10X or 100X your productivity. This alone will create time!

A. Plan breaks and free time first

B. Plug all your to do list items onto your calendar

C. Create focus time blocks of 1 to 2 hours for tasks that require concentration

Focus time means all notifications, bings, dings are off

> **Bonus 1 - build in flex time for emergencies and pop-ups**

TIP 2: SHIFT TIME TO YOUR PRIORITIES

A. What are your top 5 priorities?

_____ _____ _____ _____ _____

B. How many of them are on your calendar?

C. Do you want more time for your priorities? If not go to tip 3, if you do then start thinking about that - ask yourself:

How can I shift some time to one of my priorities next week?

TIP 3: USE "WANT TO" ENERGY

A. Focus on why you want to do the thing on your calendar

B. When you use "want to" energy you will accomplish more in less time = you will be more productive

C. Use the extra time you create by being more productive for your priorities

Bonus 2 - There are not many things that we actually "have to" do

I have to pay the bills
I have to do the dishes
I have to take care of my kids
I have to go to work
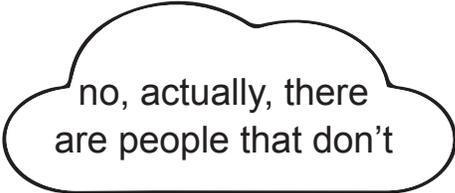
no, actually, there are people that don't

So - WHY do you WANT to do these things?

_____

_____

When you connect yourself to why you want to you get more done in less time than when you are dragging your feet with "have to" energy

Bonus 3 - Create a tracking system

As you refine your planning process (Tip 1) calculate how many things on your calendar you actually did (20 things on calendar, 10 are done = 50%) watch your percentage increase as you get better at anticipating your own NEEDS and WANTS and planning for life's pop-ups

Extra Bonus

Planning ahead and making decisions uses a different part of your brain than following the plan. Following the plan is actually easier than making the plan. **BUT EXPECT THAT YOU WON'T WANT TO FOLLOW THE PLAN YOU CREATED**

That's OK - FOLLOW it anyway - that's how you create TIME