

MOVE THE CLOCK FIND TIME FOR WHAT MATTERS TO YOU



12 more minutes x 5 work days =
1 extra hour per week or
52 hours a year

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Track It!

Seriously. This week I want you to track where your time goes at home and at work. Keep up with how much time you deal with emails. How often you pick up your phone and check social media? How long do you watch TV? What time is spent on family activities and household chores?

Ask Yourself A Simple Question!

Throughout the day, ask yourself "Is this what I need to be doing right now or is it what I want to be doing?" It's fine to plan time in the day for the things we want to do, but we need to make sure we've allotted for the things that have to be done first. Finding more time isn't about finding more hours. It's about using the ones we have to the best of our ability.

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Identify Your Peak Time

We all have "our time of day." You might be a night owl or maybe you're one of those people who love watching the sun come up. Pick your peak to do the things requiring your highest level of energy. You'll get more done faster. Put a "Do Not Disturb" sign out on your office door or home office and teach your family and office mates to respect what it means.



Are you struggling to find the right balance? Do you need more time to explore your passions? Join the Editors Circle today and start on a path to greater success and joy.

Chellie Phillips
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