

WELLNESS WITH AMBER

GET BACK YOUR TIME

Tips to getting back more time in your day, your week and
your life.





BALANCE YOUR TIME

Time is a precious commodity.

We are all trying to balance our time. Yet, is not having enough time the issue, or is it your expectations of what we 'should' get done in a day that is the real issue.

So, you spend your day rushing from one thing to another. You are sure there is not enough time to stop, check-in with yourself or even the people around you.

The never-ending to-do list that, if not complete, just gets added to the next day. But how important are the things on the to-do list? All of this behavior gives you stress, anxiety, and a feeling of not having enough time.

What if you decided to take control of your time.

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TIPS TO HAVING MORE TIME

1. CHUNKS OF TIME

1. firstly, look at the chunks in your day where your time is not being put to good use.

Watching the TV or youtube watching - It's a time-waster. If you don't cut it out, cut it down.

2. INTERNET DIET

2. Internet - Try going on an internet diet where you halve your net usage for two weeks. The first few days will be challenging, but each time I've done this, my results have been that almost nothing was lost in the cutback.

3. SLAVE TO THE EMAIL

3. Email - See if you can only check your email twice a day and reply to emails once a day with a time limit on responding.

4. WORK - WHO CONTROLS WHO

4. Work - For all those entrepreneurs, this is a tough one (for me for sure) Cutting work time. But as Tim Ferriss said in The 4-Hour Workweek if you can maintain productivity or increase it, then cutting low-value work is possible. Outsourcing or simply cutting work that isn't useful can help you reclaim work hours

5. CHORES

Work on batching. By that, I mean to do a cook up on Sunday, so you have meals, adhere to cleaning the house once a week, or outsource that task too. Ask yourself what your time is worth?

RECLAIM YOUR TIME

Anywhere from 2-5 hours of your day is probably spent in "gap time."

Gap times are those moments between meaningful activities but aren't usually long enough to get more done.

Commuting to work, waiting in line, time spent cooking food, commercials in television programs, and small breaks in your schedule all count. Here are seven ways you can fill those gaps:





Reclaim your time in the gaps

1

READING - bring a book with you at all times and get a few minutes of reading in

2

LISTEN - Put some audiobooks in your phone or podcasts and listen while you drive or walk. A great way to increase your learning. There are literally podcasts and books on anything you have an interest for.

3

PROBLEMS - Solve problems in advance during gap periods so you won't waste as much time on them later



4

BREATHING - Take time to breathe. Do 10 deep belly breaths to bring yourself out of your head and into your body.

5

CREATIVITY - I use gap times to come up with new blog post ideas. You can use it to come up with new ideas for work or life. You could get really creative and make a vision board.

6

REHEARSE - Use gap minutes to visualize essential parts of your day you want to perform well in.

7

ENJOY - Make your gap minutes more enjoyable by focusing on what you are doing. Focus entirely on the drive to work or observe everything when waiting in a queue.

*THE KEY IS NOT SPENDING TIME BUT
INVESTING IN IT -*

STEPHEN R COVEY

You can spend time on valuable and useless things, but if you call it “investing”, you’ll invest it in something that has value and importance for you.

So choose your goals wisely, so that time you spend on them becomes an investment, not an expense.

Our funny relationship and ideas of time are nothing new; we all struggle with it.

The work is in accepting that we own our own time.

We have to develop new ways to realize how precious time is and recognize the real reason from the excuse..



NEED MORE INSIGHT & SUPPORT

Thank you for taking the time to download and read this PDF.

My hope is that you take onboard a few of these things and start to implement them into your daily life.

I would like to take this opportunity to offer you a free Coaching Call with me where we can chat about your dreams and goals to enrich your life.

Best wishes

Amber

I AM INTERESTED IN
BOOKING A CALL
