

Never Enough Time in Your Life?

Here are 7 things you need to STOP doing now and get up to 24 hours back in your life every week.

ONE

Are you a **YES** person? Do you feel like if you don't go to that social function you are missing out? (FOMO – It's a thing). Are you just saying YES automatically because you are expected to go? All your friends are going to be there, you think it's going to be fun but, deep down you don't really want to go? Try saying **NO** and see how good you feel about yourself!



Set limitations on your social life. You DON'T have to go to every event. In fact, check your list of social events and see which ones you REALLY want to attend. Then, pick three – go to them and have a really good time. This way, you're not going to feel tired and stressed trying to fit in 'yet another social function'. Do yourself a favour, put yourself and your family FIRST. Put a cap on social functions. The more you do it, the easier it gets.

Try rehearsing a response beforehand so you are well practiced when you are invited to something. Learn to say NO and that you are unable to attend. Leave it at that. You don't *always* have to give everyone a reason. You're not answerable to them. You are now becoming assertive. Well done!

Bonus tip: What / Who else can you say No to? (Probably not your boss...but...maybe?)

Time Saved: (2 outings per week, x 3 hours each = 6 hours per week).

Jacqueline Hogan

Counsellor & Coach

Feel Heard. Be Empowered.

Jacqueline Hogan, Counsellor & Coach
7 Coolbunna Close,
Golden Square, Bendigo, Victoria, 3555
www.Jacquelinehogan.com

Phone: 0490 458 522
Email: info@jacquelinehogan.com

TWO

Give up using your mobile, laptop and ipad in bed. We've all done it, but what do you notice? Most people find it really difficult to wind down after a long and stressful day at work. So, they get into bed and end up spending hour after hour aimlessly surfing the web.

If you're guilty of this behaviour you may find yourself reading posts about 'nothing' or, viewing 'friends' on social media appearing to live the 'perfect life'. If you don't know it by now, watching all the screens just before bed inhibits sleep. That's because the blue light the electronics emit halts the production of your sleep enhancing hormone – melatonin. But, there's a tablet for that right? Seriously, you don't need to take melatonin, just be sensible about your 'screen time'. So turn off the electronics and make it a new rule – no electronics in the bedroom – ever. I wonder what you could do instead?

Time saved: **(2 hours per day x 7 days per week = 14 hours per week! It adds up doesn't it? How many hours do you aimlessly surf?).**

THREE

Similar to the above, you can get your work done to a higher quality and in less time. It's super easy and works for me. All you have to do is...are you ready...turn OFF your social media notifications. Each time you check these, you take yourself out of the flow of your work.



Similar to having the television on, If you are deep in thought / work and then start watching the television for a couple of minutes to hear about the latest celebrity saga, do you really

think you're going to just get back to where you left off and continue on easily? The answer is NO!

If I turned the television on now or checked my social media, I could easily get distracted for 30 minutes before I realised I had broken away from my work for so long, maybe even longer.

If you multiply that by seven days per week, that's a lot of distraction. Resist the urge and set aside 15 minutes (in your own time – not the boss' time) to check your social media. Maybe it's time for a clean-out of all those extras you have added along the way. Over the years they add up to a lot of notifications – and a lot of productive time lost.

Time saved: **(1 hour per day x 7 days per week = 7 hours per week).**

FOUR

Ditto for EMAIL. If you are prone to checking your email every time you get a new notification – same thing will happen. Set aside a specific time of the day to check emails. The latest offer from your online shopping sign-ups can wait. Besides, they'll send you another offer later, letting you know they've extended the offer.

Time saved: **(1 hour per day x 7 days per week = 7 hours per week).**

FIVE

SHOPPING! Okay, so if you must get your on-line fix. Do your grocery shopping and other shopping online. It may be worth spending the money to have them delivered. It will give you back countless hours at the end of the week. No lost time driving to the supermarket, trying to find a park, running into people that you don't have time to talk to etc.

Time Saved: **(1 hour per day x 4 days per week = 4 hours per week).**

SIX

Building on the previous tip, try delegating or outsourcing! If you do have to buy something or go somewhere in person, you could consider delegating another family member or someone you work with that you know is going past that outlet store etc. Also, do you have to be the one to run that errand? What can the family help out with? Can the kids post the cards for you? Moreover, they could write them out for you!

Let go of the control that's holding you back, take a breather and meditate. Where possible, delegate.

Kids love earning pocket money. They may enjoy taking over some extra housework too. They'll see it as opportunity knocking. Everyone's happy!



Bonus tip: What other chores / parts of your life could you outsource? Housework? Maintenance? Work?

Time Saved: **(1 hour per day x 7 days per week = 7 hours per week).**

SEVEN

Let's talk! Okay so we all enjoy the company of our friends, colleagues and family but, if you think about it, how many hours in the company of these people is well spent? Let's be clear. Its fine for you to spend time with these people, in fact it's healthy. But, what I recommend is to have a think about the type of conversations you're spending your precious time having.

How much time do you spend having negative conversations with your friends or colleagues? For example, the phone call that ends up going for an hour and leaves you feeling really crappy. What was the content of the call? Was it a helpful experience? Is it true? Is it real? How do you feel now?

Jacqueline Hogan

Counsellor & Coach

Feel Heard. Be Empowered.

Jacqueline Hogan, Counsellor & Coach
7 Coolbunna Close,
Golden Square, Bendigo, Victoria, 3555
www.Jacquelinehogan.com

Phone: 0490 458 522
Email: info@jacquelinehogan.com

If we focus on negative topics, experiences, people and comparing ourselves to others, we feel crappy. When we feel crappy, this can lead to other negative behaviours and rob you of your happiness.

Be wary of being caught in these conversations and be aware of yourself so you don't start one of these conversations yourself. They never make you feel better. Happy people are happy for one reason. They focus on the good. Focus on what is great in your life and practise gratitude instead.

Begin your conversations with positivity and a new determination to be happy. Let the negative thoughts, feelings and behaviours go.

Time saved: **(1 hour per day x 7 days per week = 7 hours per week).**

The approximate estimates provided add up to a total of 52 hours per week (or 7.4 hours per day). Even if you only follow half of these suggestions it should give you back at least **3 to 4 hours per day.**

That's over **20 hours per week!** What could you do with 20 hours free time!?

You just bought yourself the gift of time, Congratulations!

Following these seven tips with the intention of using the time for personal development will lead you to be feeling happier, relaxed, less stressed, in control, and confident. You will have greater time awareness and a greater sense of self-worth.

Use ***your*** time to Reflect, Create, Relax, De-stress, Learn, Practice, Write, Forgive, Meditate, Plan, Love and Celebrate.

I teach you these strategies & so much more in my 90 day Superior Coaching program <https://www.jacquelinehogan.com/personal-life-coaching/> Contact me today for a free chat and to arrange your discovery session.

