

Creating Time



What would you do with more time? How would you fill your well? Creative pursuits? Focus on health? Family? Other?

**Priorities I
Need More
Time & Energy
to Do . . .**

Estimated
Time
Needed:

Estimated
Time
Needed:

Estimated
Time
Needed:

**Activities
I Can Stop
Doing**

1.

Estimated
Time
Savings:

2.

Estimated
Time
Savings:

3.

Estimated
Time
Savings:

**Activities I
Can Do Less
Frequently**

4.

Estimated
Time
Savings:

5.

Estimated
Time
Savings:

6.

Estimated
Time
Savings:

**Activities I
Can Do in
Less Time**

7.

Estimated
Time
Savings:

8.

Estimated
Time
Savings:

9.

Estimated
Time
Savings:

**Activities
I Can
Combine**

10.

Estimated
Time
Savings:

11.

Estimated
Time
Savings:

12.

Estimated
Time
Savings:

Idea Numbers I Will Try First

Total Time a Week I Will Gain for Other Priorities

**Send me a note through my website
or social media about how this works for you!**

Creating Time

Example



What would you do with more time? How would you fill your well? Creative pursuits? Focus on health? Family? Other?

<p>Priorities I Need More Time & Energy to Do . . .</p>	<p>Finish new children's book manuscript</p>	<p>Estimated Time Needed: 50 hrs total</p>	<p>Change management certificate this spring</p>	<p>Estimated Time Needed: 15 hrs total</p>	<p>Consistent exercise every day (stationary bike, walking or yoga)</p>	<p>Estimated Time Needed: 30 min/day or 3 1/2 hrs/week</p>
<p>Activities I Can Stop Doing</p>	<p>1. Unsubscribe from email lists I don't need anymore</p>	<p>Estimated Time Savings: 30 min/wk</p>	<p>2.</p>	<p>Estimated Time Savings:</p>	<p>3.</p>	<p>Estimated Time Savings:</p>
<p>Activities I Can Do Less Frequently</p>	<p>4. Watching TV</p>	<p>Estimated Time Savings: 3-4 hrs/wk</p>	<p>5. Dusting (or delegate to kid!)</p>	<p>Estimated Time Savings: 30 min/wk</p>	<p>6.</p>	<p>Estimated Time Savings:</p>
<p>Activities I Can Do in Less Time</p>	<p>7. Find job closer to home or telework to reduce commute</p>	<p>Estimated Time Savings: 2-3 hrs/wk minimum</p>	<p>8. Set up more bills on autopay</p>	<p>Estimated Time Savings: 20 min/wk</p>	<p>9. Push for more efficient coordination with daughter's care team</p>	<p>Estimated Time Savings: 30 min/wk</p>
<p>Activities I Can Combine</p>	<p>10. Exercise bike & listening to webinars/online classes</p>	<p>Estimated Time Savings: 1-2 hrs/wk minimum</p>	<p>11. Listen to webinars/classes while doing household chores, bills</p>	<p>Estimated Time Savings: 1-2 hrs/wk minimum</p>	<p>12. Light yoga while watching a show with family, or do yoga together with daughter</p>	<p>Estimated Time Savings: 2-3 hrs/wk</p>

Idea Numbers I Will Try First

#1, 7, 8, 10, 12

Total Time a Week I Will Gain for Other Priorities

30 min + 2 hrs + 20 min + 1 hr + 2 hrs = **5 hrs 50 min**

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