

CREATE HAPPY

PRESENTS



Six steps to
make **more time**
for what matters
most

Step 1

Get your mind right.

Have you ever tried to get up earlier, meticulously plan your day, or implement productivity tactics only to still feel super overwhelmed and soo busy?

Busyness is a state of mind. Not having "enough" time is a perspective.

In order to truly feel spacious around time, you have to start by shifting the source of your experience - your MINDSET.

Time is relative, NOT finite. You have the power to slow down time and get more done in less time. If 1 minute has ever felt like an eternity, then you get this concept.

Shift your perspective first and you will be surprised by how much time you truly can make for what matters most.

**MAKING TIME MANTRA:
I HAVE MORE THAN ENOUGH TIME FOR
WHAT'S IMPORTANT TO ME.**

Cultivate presence.

When you're feeling overwhelmed, busy, or rushed how often do you also feel present? You are most likely thinking "never" because feeling busy AND present is impossible.

When you are truly present, time slowwwws down because in every moment, time is infinite.

The more you experience true presence throughout your day, the more you'll have time for. As I'm writing to you, I'm focused purely on writing to you. I am here and nowhere else.

If my mind were to wander or if I were to check my phone, it would require energy to get back into the flow, wasting precious time.

Practicing presence will allow you to make every second of your time truly count and most importantly, with CALMNESS of mind,

**MAKING TIME MANTRA:
BE HERE NOW. ONLY THIS MOMENT IS LIFE.**

Focus on possibility.

Have you ever put something off until the last possible moment because you thought it would take FOREVER, but then it only required 30 minutes?

We often grossly overestimate how much time things actually require, even when we've done them before. By doing so, we waste our energy by feeling overwhelmed. And wasted energy = wasted time.

Parkinson's Law states that the time it takes to complete something is equal to the amount of time you give to it.

Give yourself less time to get things done. This applies to chores or things that matter most. You can get an amazing workout in in just 15 minutes.

**MAKING TIME MANTRA:
I CAN GET SO MUCH DONE IN THIS WINDOW
OF TIME.**

Be clear, set anchors.

You've now been granted all the time in the world, voila! What will you do with it?

WHY do you want more time? Do you really want to learn Italian when it comes down to it?

Get honest about your top 5 values - are they health? Family? Creativity? Self-expression?

Using your top values as guides, create "anchors" to integrate each value into your day.

Here are some examples of anchors:

Having a smoothie every morning

Calling your mom after work

Writing a poem

Anchors can take 5 or 30 minutes. Make them easy!

MAKING TIME TIP:

USE ANCHORS TO INCLUDE WHAT MATTERS MOST INTO EVERY DAY. THIS WILL CROWD OUT LOW-LEVEL TIME SUCKS.

Identify energy leaks.

Time management is energy management, first and foremost.

If our energy is zapped all we can do is watch a Friends marathon on Netflix during our free time. Wasted energy ensures that productivity, creativity and focus are completely out the window.

Energy leaks can come in many forms - mental and physical - and it's important to identify what yours are.

They often come in the following categories:

Open-ended decisions (i.e. what to eat or wear)

Unresolved issues & open loops (i.e. unread emails)

Social media & constant connection (i.e. Facebook)

Chores and house duties (i.e. food shopping)

MAKING TIME TIP:

TAKE NOTE OF YOUR ENERGY LEAKS. PAY ATTENTION TO WHEN YOU FEEL DEPLETED OR OVERWHELMED WITH LACK OF TIME.

Manage your energy.

After noticing exactly where your energy is going, it's important to patch up your energy leaks.

All energy leaks require one of four ways to patch them up:

1. Systematize: plan and make decisions as efficiently as possible. Mark Zuckerberg wears the same thing every day to conserve mental energy.
2. Handle: close open loops and deal with unresolved issues. This is equivalent to closing down apps for your phone's battery life.
3. Manage: create BOUNDARIES for your attention.
4. Delegate: ask or pay for help where help is available.

You will be amazed at how much more time will be available to you once you patch up your energy leaks. Remember, energy=time!

**MAKING TIME TIP:
SYSTEMATIZE, HANDLE, MANAGE, OR
DELEGATE YOUR ENERGY LEAKS.**

Introducing...

MAKING TIME

a time management course for busy women who want more time for what matters most.

Be on the look out!

The first round of Making Time will be opening soon. I'm looking for 30 dedicated and busy woman who want the tools to **MAKE MORE TIME** for what matters most.

This course will easily fit into your life and since it's the first round I'll be giving you lots and lots of personal support and accountability.

Having a community of women all focused on the same goal is where magic happens.

If you're interested in getting in now, email me at hello@createhappy.net!