

00:00:00       What do you? Me, Beyonce, Mark Zuckerberg and Oprah all have in common. Well, we all have the same amount of time 168 hours in a week, 24 hours a day. So why does it feel like some people get so much more done and have it all together? And how do you do more with the time you do have that you feel more relaxed, less busy, last stressed, and achieve the goals you have? That's the question I'm answering in this episode and the last two of Goalden Girls podcast.

00:00:31       I know you want to take a bath. I know you want to have time to take a nap. You want to sit in peace and quiet with a cup of tea? You want to have the time to exercise consistently, grow your side hustle and oh, my gosh. Can you please just take a vacation? My friend, it is all possible. And I know this because trust me, I've made all the mistakes and will continue to make some along the way. I've also spent a lot of time and energy and dedication helping women to find more balance in their life.

00:00:57       Whatever that means to them. Here's what I've learned. There are three things you need to have more time in your life and stop feeling so darn frazzled. Those three things are clarity, a success mindset and the right tools and strategy to support your goals and what you're up to in this world. Now if you just catching up here. The last two episodes of Goalden Girls podcasts were all about clarity and mindset, so make sure you listen to those today. We're getting into the juice. I know you've been dying for the tactics and the strategies.

00:01:28       By the end of this episode, you would have new and refreshing ideas that actually work to help you invest the time you do have to creating the life you want without the burnout, the exhaustion or becoming a total hermit with no friends. Unless that's what you want. Welcome to the Goalden Girls podcast, where we believe you can have it all. I'm your host, Lisa Me show, and I'm spilling tangible tips, gold getting strategies and real life stories to inspire you to tackle your biggest dreams. You're a woman who knows you're made for more.

00:02:01       Get ready to leave the excuses and self doubt behind by being vulnerable, sharing your truth and having honest conversations so you can succeed on your terms. Together we'll set goals you'll actually achieve by staying motivated, having fun and building a community of women empowering women. It's time to tap into your best cell, get confident and truly have it all. Goalden girl, Let's dive in. Hey there, Goalden Girl. Thank you so much for joining for another episode of Goalden Girls podcast. This is hands down the most requested topic for you,

00:02:34       and I know it's for a good reason. Never before have we been in a time or we feel so busy, so stressed and unbalanced and like, we just need more time. It's crazy to think that just a few generations ago there were predictions that as technology got better, that we were just gonna end up having all this free time. And it's so ironic because we're in this space where we have technology to enable us, and yet we still just feel so darn strapped for time. This is Episode three in our part three parts all the time in the world.

00:03:05 Siris on time management. Promise me promise me this before you listen to this episode, go back and make sure you listen to Episode seven and Episode eight Like I just said, the predictions were that with all the technology coming out that we were gonna have more time and we were actually gonna be bored. The reason why that hasn't happened is because it's not all about the strategies. It's not all about the tactics. There is so much more than that. And you're time goes deeper. So please make sure you listen to Episode seven.

00:03:33 To get the clarity you need, answer the questions you need before you try any other time management tool. Alison Episode eight To understand where your mindset needs to shift to set you up for success with your time, here's the thing. I can promise you these strategies and hacks they're not gonna help you anywhere near as much as they could. If you don't go back and listen to Episode seven and eight and get the clarity and the mindset straight, so go back and do that first. All right before I dive in.

00:03:59 I want to share this review from Crystal from Australia. How low to everyone down under there. Thank you so much for listening. It is so cool by the way, to have people listening from around the world. What a gift. So I also love this, um, this review from Crystal because there's so many Ozzy is, um so I don't know, that's a word, but I just made it up. So here's what she says. Lisa is a weapon. If you want to be inspired and achieve her goals,

00:04:22 do yourself a favor and subscribe to this podcast. Lisa brings years of knowledge and experience on top of her pocket rocket energy to boost you up and get you kicking those goals. Thank you so much, Chris. So I just I'm sure you can hear I'm laughing and love this like I've never been called a weapon or a pocket rocket before. But I so appreciate that. So thank you for taking the time. Thank you for listening from down under. And I appreciate that so much. If you want to be featured next,

00:04:48 make sure you leave a honest written review on the bottom of your apple podcast, and I will every episode do a listener shoutout or shadow to someone in my GoalDen Girls community without further ado, let's dive into the strategies that have helped me. Because I've got a pretty good grip on how I want to feel on my mind. Set on my goals, my desire zone and my capacity. Okay, Everything I just talked about in the last two episodes. So I'm gonna talk about the number one thing you need to do,

00:05:14 which is find out where your time is going. I'll give you a couple strategies on how to do that. I'm gonna give you tips in three different categories in planning your daily habits and how to make sure you're doing the right things. And the last thing I want to leave you with is the most important. Like if you take nothing away, house away. It is the number one thing that you have to focus on with all of your time management. And you don't want a settlement to make you stay tuned to the end to hear that.

00:05:37 All right, let's talk number one about where your time is going. So often I get people messaging me or asking me you're talking to me or kinds coming to me and being like I

need more time. I need more time and give me some time management tips And I gotta say this This is the most powerful thing that you can. D'oh, I got quick caveat in here. If you've already listened to episode 78 that's where you got to start. But assuming you've already done that now we've got to do is figure out where your time is going.

00:06:01 Because what looks like a great week for you might be a terrible week for someone else and vice versa. So there is no one way to structure a week. There's no one way of how you should be spending your time. It is so personal. And first we gotta figure out where you're actually spending it. What I recommend doing is this track your time for one week. Figure out where is going, then. At the end of the week, you tally up where you spend your time doing any Reflect.

00:06:27 Was it what you thought? What was your happiest time spent? What do you looking back on and saying Wow, I can't leave. I spent that much time on that. What do you proud of and what do you want to change. I do this at least 2 to 4 times a year, and I recommend this. My clients. Let me tell you, I've been doing this and by mastermind of my private clients, and I always get such incredible feedback on this. I once had a client who was resistant to doing this,

00:06:51 and she's like, Lisa, I'm just so scared of this. I know I don't have time. I know I'm not gonna find anything. So I the thought of doing this and finding those results is just gonna be depressing and encouraged her. I said, just pushed through and just give it a try. She even she came back and she came back and was like, Wow, I am so amazed. I found four hours back in my week that I didn't even realize this from someone who didn't want to do the exercise because she was so afraid.

00:07:12 You had no time, so I know you might be thinking. At least I already know where my time is going. Trust me. You will learn something from this exercise, so I encourage you. You can you can do By the way, there's a software cod toggle. You can use something like that's track your time. I personally use a super and not fancy Excel spreadsheet that is also really powerful. And if you want to use what I use and what I give to my master mind clients like,

00:07:34 Is that not fancy? Please lower your expectations a little on this is you can get your time track rat Lisa me show dot com forward slash time tracker. I decided to share it with you guys. You can grab it there and the link is in the show notes there too. So literally all you do track your time for a full week and just start today. Don't worry about oh, I'm taking leaving Friday early for a dentist appointment. Or, you know, this happened or this week is a little different because I actually seeing their friends every week is gonna be a little different.

00:08:00 The point is to just get started track this week, see where your time is going and reflect on at the end. That way you can used these strategies and tips to deliver what you want the most in your life. Now, the second way that you can do this and find out where your time is

going. This is You can do this in the past or going forward here. This is the calendar audit and I talk about it more an episode force. If you want to know more, go back and listen to that.

00:08:24 But basically, with your calendar audit, you look at the past and look at where where was your time spent? What were your major accomplishments? What was the proudest moments? What were the happiest things that came to your mind in your life and literally looking at your calendar looking how you spent the last three months or six months or one year or two years and figure out what were the things that actually got you? Your accomplishments? What did things that were your happiest time spent? What were your proud moments and in the opposite,

00:08:50 what was a waste of time? That was a waste energy. Who did you not enjoy spending your time with? When you are able to look at your calendar audit from the past and then again track going forward, you're gonna have a really good idea of where your time has being going and how you're spending it right now. Once you know that, then it's then we can layer on strategies that we can. We can make shifts here, and I'm not going to share with you guys a whole bunch of times,

00:09:13 by the way, not to say you can't start them right away. But honestly, if you first know where your time is going, it's gonna give you so much clarity. Also a little fun. Fact here. A lot of my client's report that even just the act of tracking, like just tracking their their time, they're a lot more conscious of how much time they're spending on social media or how much time they're wasting, you know, doing things that aren't important. So I have had clients that are like,

00:09:35 Oh, I'm gonna track for a whole month And they do, and they realize they get so much more done because they're almost holding themselves accountable in a different way. So I highly recommend you do that and make sure you grab the Time tracker Lisa me show dot com forward slash time tracker and print it out or use it on your computer, and I know you will definitely get some Ah, ha's out of there. I can't wait to see how much time you get back. By the way, whenever I do that usually get at least 4 to 8 hours back.

00:09:56 It's pretty cool. Okay, Now I'm gonna give you a bunch of ideas and strategies. Not all of them are gonna work for you. Not all of them are gonna work for all things or everyone. I encourage you to just try something new. Just try one and give it a few weeks. Iron it out, Give don't try and do all these things. It's gonna be super overwhelming. And we know that doing all the things doesn't work. So just pick one or two, give it a few weeks,

00:10:19 and then try something else. Some of these may work for you at home or work better, but definitely if you try and do them all, that's just a recipe for disaster. Each of these has helped me or my clients at different stages of life. And so I highly encourage you to give them a try. And I hope you hear something new because not all of them are your conventional time, time management strategies. Which is why I believe in them so much. I've broken the tips down into three categories.

00:10:43 Help make it easier. Number one is planning. Number two is daily habits and number three is doing the right things. Let's start with planning. Okay? This is the biggest thing that has made a difference in my life, which is planning my week. If you are not planning your week, this is the silver bullet. This is gonna help you make the biggest difference. I know it. It's basically a practice of taking 20 or 30 minutes once a week, either on a Friday afternoon, a Sunday night Monday morning and planning what I had for the week ahead.

00:11:12 Well, you want to look at is what are your top priorities? What do you want to see this week? What are the actions you're gonna take? How do you want to feel, of course, and making sure those things are all matching in and then actually blocking the time in there if you're not doing this. Oh, my gosh, This is gonna But this is going to change your whole world. It changed so much things to me. This is how I exercise consistently. This is how I do the work that I want to do.

00:11:36 This is how my husband and I have date nights is how we do vacations. This is how I see my friends. This is how I do not all the things but all the things in my life. This is how I make it happen. Um, you can grab. I also have a weekly planner that I use that I share out So you guys can grab it at least in the show dot com forward slash week. And one of the questions I also get you to do is says share. What's one thing that you did last week and that you're proud of?

00:11:58 Because I think so. Often we forgot to celebrate. So I highly recommend you grab that planner. You don't have to use my partner, by the way. You can literally just just put 2030 minutes a side in your calendar to plan what you're doing this week ahead. Okay, so once you have planned your week on the platter, you know what you're up to for the week Now here's my second tip. The best way to honor dream in your heart is to give it the time on your calendar will lock that time.

00:12:22 So whatever you say you want to do, you're gonna actually chunk it out. You're gonna ask me how much time it's gonna take you and you're gonna give yourself more. There's there's a chip right there, always asked me about 30 to 50% more time and then put it in your calendar. So this really has helped me to try and estimate how much time things are gonna take and then put in my calendar. I gotta tell you, this is something that I am not perfect at. And, um,

00:12:45 there are weeks where I have added up all the things I want to do to have like literally 136 hours of work. That is not possible, right? So that helps me right away be like, okay, if I have already have over 100 hours of work plan and I have any impact on him for the 30% more than I know, it's probably gonna take Meeks. Everything takes a little more time, then we think it's gonna take, and I just have no chance of accomplishing this. So this is a really great way for me to instead of setting myself up with issues to do list that I only do a fraction of and I feel really disappointed with at the end of week.

00:13:13 And I wonder what's wrong with me. I think I'm not good enough. It allows me to see, Okay, I'm gonna ask mate for about 20 or 30 hours a week of work and knowing that it's gonna take me closer to 40 or 50 and things will come up and that's okay. But it'll make sure that I'm not overestimating and setting myself up for disappointment right off the bat plan for in black, the time the best maid of honor dream in your heart is to give it the time your calendar so block more time than you think.

00:13:38 You need 30% more if you think it's going to get five hours. Block eight. If you want to do to yoga classes planned for three. I always tell people you want to five workouts planned for six or seven. Give yourself some breathing room. And if you've ever watched Stephen Covey's or read his book on and heard his work around big rocks is the same concept. You want a first plan and block time for your big priorities. The goals. Your your workouts, your date nights, your time with family.

00:14:04 Whatever it is, it's most important to you. You want to make sure that's in your counter first, and then all the little things fall around at the e mails, phone calls, the chores. They all fallen around that, as opposed to you, saying, I'm gonna spend my whole Sunday eight hours cleaning my house and then realizing it's been six months since you've actually had a quality with your your partner, your family, those everything else. Unless I should caveat here cause I don't know you. Maybe you love to clean your house.

00:14:25 That that brings you joy. That's that's great. But I know for most of us, that's not the case. So all the other things are gonna fall around, make time for your big rocks, black the time, And by the way, I have a link in the show notes to make sure we drop that in there. It's a video demo to show you the big rocks concept and just visualize what I'm saying here and how the big priorities. When you do this, it makes such a big difference,

00:14:45 and all the little things will just fall around it. So check out that video. It's a really good classic one, and it's a little old school. I think you'll have a laugh with it. Okay, When? When we're talking about planning, I want you to get intentional about your downtime. I talked about this in the last episode, but it bears reminding. And I'm sorry, Gary V. We cannot all work 16 hours every day for the next 30 years. Here is I get this comment so often from women on social media.

00:15:11 Look, I I've worked all day and then by the time I finally have time to work on my myself for my project to do exercise, I'm just so burned down, I zone out on Netflix. I know. Of course you do, because if you don't take down time, your mind is gonna do it for you, and it won't be quality downtime. It's going to be the Netflix binges. It's going to be this social media scrolling. It's gonna be the crap that doesn't help you. So if you've ever gone to the end of day and thought,

00:15:33 Wow, I wish I could write my new block post or do my research on Lee to then find yourself zoning out Then that's because you're not giving yourself real downtime, and

instead, your brain has forced you to take down time as you think about your days and your week's. Think about what quality downtime means to you and make that happen. But walk out the time for guilt free you time. You wanna have a bubble bath and a good book and maybe a glass of champagne, do it blind the time.

00:16:00 Book it out. Do you want a guard in make time for it? Put aside Saturday morning or whatever works for you? Do you want to meditate? Do that Instead of forcing yourself to be more productive now, I also want to say this caveat. There's nothing against Netflix, but there is a massive difference, a massive difference between watching a show that you're excited to watch and have been looking forward to and are enjoying and zoning out because your brain is dead only to then feel guilty about it afterwards and beat yourself up for it or you put on Netflix and you only like 20% watching it cause you're schooling on your phone mindlessly at the same time.

00:16:33 Like, do you see the difference here? Plan for the downtime you actually dream of? That's what's gonna fill you office.

00:16:39 It's gonna nourish you. It's not about how much time you have. Let me tell you, one hour of really good downtime is so much better than three hours of low quality.

00:16:49 I'm exhausted. So my brain just maybe tune out for the last three hours. Trust me, plan for the downtime.

00:16:54 Otherwise, the scroll hole will suck you down instead. All right, here's how I suggest planning your day,

00:17:02 every day, a daily habit. I suggested that maybe I should put this in the daily section. But,

00:17:06 hey, you know what? Um, I think it's worth I think is we're talking in terms of planning.

00:17:10 I think about how you want to feel And what will you do to feel this way? That is question one.

00:17:15 How do you feel today? Do you want to feel energized? Do you want to feel connected? Do you want to feel joyful and make sure you're doing something every day to feel that way.

00:17:23 And probably this is gonna link to your goal. You know, your your goal should be tied to how you want to feel.

00:17:29 And this is one of this is where it's so powerful because you then you don't have to wait till six months from now or three years from now when you've hit your goal.

00:17:35 You could feel that way in a small way today, which is so powerful every day I want you to plan and say one of my top three priorities and match your energy with the task that need to be done.

00:17:45 Remember, you only have about 5 to 6 hours a day of Qi energy. How will you spend it?

00:17:50 I did that today. I looked at my list and I said, Okay, finally got five ish hours of really good productive work.

00:17:55 What's the most important thing I'm like, Hey, I gotta record this episode because that's where my energy is.

00:17:59 That's how I want to show up for you guys with that bright, fresh energy. Okay, here's another question.

00:18:05 I want you to ask yourself every day and this. This question is so good. This is a me many,

00:18:09 many times what might trip me up today. And how will my best self handle it? Okay, here's how this house me and you can literally I do a practice where write this down.

00:18:20 But you could also just ask yourself this in the shower. So one of the big road points in my marriage with my husband,

00:18:25 Troy, is me being late. And my husband always wants to be early and so many times of foreign event.

00:18:31 I'm scrambling to get ready. He's already at the door and it with stressful. This is the time when we argue,

00:18:37 and it's just not it doesn't really have to happen, right? And obviously, me being the late person,

00:18:42 I'm sure some of you guys are the early people s so you're probably on my husband's side. But for me,

00:18:46 I'm like, Oh, it's okay for five minutes late for him. He's like, No, I just want to early So there.



00:18:52 There's been days when I ask myself this question, actually many days and I can see that the end of the day is getting crammed,

00:18:58 and that might mean that I end up a late for something that my husband are doing, and that's gonna stress him out,

00:19:02 and we're gonna get an argument that just doesn't need to be there. So when I ask myself in the morning what?

00:19:06 My trip me up. Well, what? My trip me up, if I ask myself, is that 70 ever 9 a.m. I realize,

00:19:11 Hey, you know what? My day end of the day is gonna get really jam packed. I might then be rushing to get ready and we might be late.

00:19:15 And then that's gonna just ruin the whole point of the date night and the point of going I'm doing this one thing and just not worth it.

00:19:21 So what then? I asked myself, How will I handle it now? How? My best self show up.

00:19:25 Well, okay, here's I'm gonna D'oh! I'm gonna set a timer. At the end of the day,

00:19:30 I'm gonna start with this urgent task. I'm gonna have a shower at lunch or do my makeup while I'm while I'm watching this video,

00:19:37 or whatever it's gonna do to help to make sure that the end of the day isn't rushed. So this is meant that instead of six o'clock that I,

00:19:43 You know, all of a sudden I'm trying to cram in the rest of my to do list and I'm texting in the shower and anxious is my husband is at the door waiting for me.

00:19:49 It means that I planned several hours in advance. I don't get into the situation. It helps me be proactive.

00:19:54 Now, that is my personal situation. I don't know what trips you up, but ask yourself this What?

00:19:59 My trip me up today and how best to handle and ask yourself that question. Getting that have it every day.

00:20:03 My gosh, It will be such a life changer for you because it allows you to be proactive and show us your best self in the tough moments.

00:20:10 The last thing I want you to ask yourself every day is what is a bold action you could take this month.

00:20:14 We're doing a challenging Goalden girls community to do take a bold action every day and what's really cool about this?

00:20:19 Is that what seems bold for you today? In a few weeks? In a few months, it won't be because you literally build that courage muscle.

00:20:27 So this is something I always say living life on your terms, having your goals, achieving your dreams.

00:20:32 That's radical, like most people are just living their life the way this society tells him to. And they're they're stuck in these expectations that they placed on themselves and aren't willing to challenge that. So to live a life that's different.

00:20:43 You do have to be bold. You do have to be courageous. You have to have that courage muscle built up.

00:20:48 So ask yourself every day what you can do to be bold, such a game changer and then actually taking action.

00:20:54 You're to see that you're so much more capable than you even know. I know that went a little bit away from time management,

00:21:00 but I also hope that you're seeing that this all into laces, right, And this white time management again,

00:21:05 a hack is not just enough. There's so many layers to it. So I hope that this is helpful for you now on to the planning.

00:21:12 Here's another tip for you. Work ahead, plan ahead. If you're looking your counter, you're likely.

00:21:17 So I literally have zero time right now. Well, then look ahead and and say OK in three or four weeks I confined time and then we'll block that.

00:21:26 So if you were, the next few weeks are crazy and then it's settled. Settles down kind of person like I sometimes find I am go a few weeks out and block it there.

00:21:33 So if you're like OK, I don't know, I really want to write the screenplay, but the next few weeks are busy.

00:21:36 Great. Go a month ahead and then start blocking your time. If you know that we're getting into the holiday season and the next bit is busy,

00:21:42 okay, global off the time now for January for February, whatever that is blocked the time for If you want to mentor someone,

00:21:49 if you want to take a three day weekend, whatever you want, just get ahead of it. Sometimes I know that the next week or two can be really crazy in our calendars,

00:21:57 because I don't know why everything just kind of seems toe end up in that space. But if you look ahead and plan ahead and then start blocking that time,

00:22:05 that could be a really big gift. If you can't do this, if you cannot see the foreseeable future in the next a couple weeks,

00:22:13 a few months if you don't see a time where you can do what you want to do, like there was no time there,

00:22:18 you've got to change your life. You are living in a place that's unsustainable if you don't have time to do the things that you want to do,

00:22:24 and you need to fundamentally change something that you're probably a couple, some things that you are doing because you cannot live for forever in this unsustainable space where you never have time for yourself or what's important to you.

00:22:36 In that case, you gotta have real hard conversations yourself about. Do I need to change jobs? Do we need to change careers?

00:22:42 Do I need to ask for more help? Do I need to hire more help? Do I need to say no to this big commitment?

00:22:47 What do I need to do to create the space for what I really want? Real talk there, right?

00:22:52 But it's true, and I don't want you. I don't want you. I don't believe in ever creating a life that is unsustainable for more than a few weeks.

00:22:59 Otherwise, we're just setting yourself up for burnout, for disappointment. and for something that is it that we can never call success.

00:23:05 That's just not success. All right, here's a little bit of a weird tip, but I really like it.

00:23:11 So I am. Definitely, I would talk about procrastination, so I'm definitely gonna do a topic on procrastination at some point in the future.

00:23:17 So stay tuned on that one. But here I want to talk about where procrastination can actually help you.

00:23:23 There is research that shows that creativity actually comes from last minute pressure in Adam Grand's book originals. How Non Conformists Move the World Great Book,

00:23:33 By the way, their research and examples that show that procrastination can boost your creativity. Now I got to say this.

00:23:39 There's no one strategy for everyone all the time, and I know I actually talked about give yourself more time than you needed,

00:23:44 but there can be benefit sometimes two rushing and doing things last minute. We know that there are two types of people.

00:23:50 They're the people that if something is due in four weeks, you do 25% every week for the next four weeks.

00:23:55 That is my husband. Then there are the rest of us I am a last minute person, and I actually do well with last minute pressure and getting things done.

00:24:02 I know a lot of you guys can relate to this. And so if you're a fellow procrastinator or last minute person,

00:24:06 I see you. I feel you high fives to you and you probably late to feeling a lot of shame on this and a lot of guilt.

00:24:12 Society makes us think that we lack discipline or consistency, and it's not really the truth, because procrastination can bring us a lot of creativity.

00:24:22 In fact, the iconic I have a dream part of Martin Luther King's speech was added the last minute,

00:24:28 like two in the morning, and that, to this day, is what sticks in our mind. There is magic that happens from last minute pressure.

00:24:35 So to be clear here, you know there's times where procrastination helps. In times where doesn't it you're crossing on seeing your doctor or saving for your future?

00:24:42 This is not for you. Make the appointment, start putting money aside and start paying down your debt.

00:24:46 Do not procrastinate on that, but if the task that you're doing is a creative one, writing designing,

00:24:54 recording a podcast, just an example who heating until closer to the deadline will help you get more creative.

00:25:00 This means you do need to set deadlines and make sure you plan to give yourself enough time. Okay,

00:25:05 so, for example, if I'm releasing episodes on a Tuesday, I shouldn't fill my hole Monday with coaching clients and meetings and enforcement off to record at 2 a.m. That's not could be great.

00:25:14 Instead, what I can do What you can dio is leave time on the day before or couple days of four.

00:25:19 What if the presentation you're working on or a block post or something like that and give yourself that time to then finalize and record and allow that creativity to come through another example of the day before I give a speech in a presentation.

00:25:31 I always clear my calendar because I have always have genius breakthroughs that come through the day before. There's something about that last minute pressure that makes me Adam like gets me super excited for what I'm doing,

00:25:40 and all of a sudden these great ideas come to me. So give that a try again, not if not time.

00:25:45 A progressive and going to your doctor, not talking, procrastinating, saving or paying down your debt. Talk about creative things.

00:25:50 This can't help but make sure you plan and give yourself the space for it ahead of time. Here's a another fun little tip for you.

00:25:57 I call it the surprise moments in your phone. I encouraged you to have a list of things that you want to do based on time.

00:26:05 I call it the surprise can do list. So when I remember when I asked you, what would you do with an extra 15 minutes time a couple weeks ago?

00:26:11 Or was you with an extra hour of time? If I'm asking you that now, what would you say?

00:26:16 I recommend creating list in using every note or Google TRIBE or a note in your phone and have separate sections for when you have 15 minutes what you do for an hour or three hours or a day.

00:26:28 Then whenever you have a moment or you catch yourself saying or thinking, I wish I had time for this or I'd love to do that.

00:26:34 Add it to the list. Is there an article you want to read well added to the list and link it.

00:26:39 Is there a place you'd like to go added in? Is there a walk or route to work? You wanna try?

00:26:44 Anything goes? Do you want to leave a review for Goalen Girls Podcast. Just saying that. Add that to your 15 minute Lester Les leave you with an hour,

00:26:51 you'd have a bath or try yoga costs and whatever that is, I want you to keep these lists in your phone or somewhere.

00:26:57 They're going to be handy because here's the thing. There are always gonna be surprised moments. And what happens is that we don't always capitalize on these.

00:27:05 There are times when you have to wait, you know, appointments or meetings or events are gonna get canceled.

00:27:09 And the problem is that we often just get absorbed. What? We're already doing a k. We just keep hanging on our e mails or we go on social media or we clean our house.

00:27:18 The key here is to stop. The key is to stop and take that surprise moment and actually do something intentional with you.

00:27:24 Let me give you an example. A few months ago, I went to the massage for massage So I walked over to the clinic and I walked in the door.

00:27:31 I took my coat off and I rolled my shoulders. I could feel the tension, just releasing. And I was like,

00:27:35 Yeah, it's massage time And the receptionist check me in only to tell me I had no appointment. So I don't know what happened there.

00:27:42 Only that I know our calendars didn't sync up, but in that moment I had a choice. Do I run home and go back to work,

00:27:49 or do I take this bonus? Our for myself? Well, I'd already planned to be doing something,

00:27:53 So it was surprised time and I looked at the list and when the things was walk along the sea wall by myself.

00:27:58 So I went and I did it. Let me tell you, it was tempting to go home and get work done.

00:28:03 It was tempting to just go to the grocery store or to get angry and rant about it and be upset and have that threw off my day.

00:28:10 But instead I went to my surprise moment list and I did something on it and felt amazing. So here's my challenge to you create this little less your surprise moments,

00:28:18 and then every time you have some bonus time, do something on it. If you're waiting at the doctor's office,

00:28:23 check your list. What could you do with 15 minutes? Do you have a meeting cancelled? Go to the list.

00:28:27 Bonus time's out. Time comes out more often than you realize. But if you always just stuff it with work and crap in all the things they already doing,

00:28:35 well, then you never get to the things that you really wanted to. D'oh. So those are all my tips for planning.

00:28:41 Now let's talk about daily time management tips. These are things that you can do every day to help you keep track of your time and be more successful.

00:28:51 Number one enable your technology to enable you technology. Remember what I said at the beginning of this episode?

00:28:57 That there were predictions that technology is gonna have us all on our butts and bored all day? Well,

00:29:02 here we are now feeling like we're slaves technology. You can use technology to either help you or hurt you,

00:29:08 and you have a choice. Most phones these days have a tracker. My iPhone does, and yours says to There's that tool called screen time that tells us how much time we've been on our phone.

00:29:17 There's other APS to that could do this. And I've actually linked to a few of them in the show notes for you to help you out on this.

00:29:23 Look at the amount of time you're spending and ask yourself, Is this in alignment with the goals that I have and who I want to be?

00:29:29 An in service of those I know. For me, the answer to that is Heck no, Some of it is important.

00:29:34 I use it for my business. I am a social person, so I love the connection. But I know some of it is wasted.

00:29:39 So what I decided to do was just a few weeks ago is I set timers on my abs, and it is help me eliminate a ton of mindless scrolling and help me change my habit from just automatically grabbed my phone and checking my social media ops to be like Okay,

00:29:51 I only have 15 minutes on this app today. Is this how you want to be spending it? How can they be more intentional with it?

00:29:58 Now, remember If your phone doesn't already have a program like this, you can download one. There's tons of free ones or paid ones.

00:30:03 You can use your phone, so use your technology to help you use it to set down time you can set.

00:30:08 For example, I want to be a way for my phone for 30 hour. Sorry. 30 hours.

00:30:11 So maybe sure go for that of 30 minutes, Then try an hour and then TRIBE bigger chunks of time.

00:30:16 Putting your phone away while you go and do something is is so game changing and and really powerful. And you can literally use your phone technology to help make sure that you sneaky little have it.

00:30:27 You don't just go right up to your phone and keep using it, even though you know you're not supposed to use your technology to enable you not to limit you set the limit on your app.



00:30:36 Look at the ones that you know you're not supposed to be on the ones that aren't intentional and set limits on those you know,

00:30:41 Start with 15 minutes and if you have to up it a little bit, that's okay. But see what you can do!

00:30:46 And I promise you that could make a big difference. Also, delete the apps you don't want and don't need on your phone.

00:30:52 I know a lot of people. A lot of my clients have deleted social media from their phones and that has made a big difference.

00:30:57 Put your phone charger in a different room. Like use your technology to help you instead of hurting you.

00:31:03 Remember, you are in charge of your phone, my friend. Me too. I gotta put my phone away.

00:31:08 More toots. This is a great reminder for me. I'm definitely getting better this. I'm not perfect.

00:31:12 But these are things that helped me. And I hope that they'll help you too. Ladies. Talk about sprinting.

00:31:17 So the most effective way to work is to just work all day, straight through without a break, right?

00:31:25 No, I'm just kidding. Here. No, it's definitely not. And yet how many of us are doing this?

00:31:29 How many of us are never getting up to stretch? Or maybe only just to pee? How many of us are trying to just,

00:31:33 like, do more, do more and get through all the things? I'm guilty of? It too.

00:31:39 Productivity research has shown us that the most effective way to work is to work in 50 minute sprints. To do this,

00:31:46 it's pretty easy to do. He could set a timer. I use my Alexa app. Um, you could also use your phone.

00:31:52 There's also a timer online called Marondera Timer, because this is part of the Pomodoro method of productivity. So,

00:31:59 Maren, every time I think that's pretty cute. Mira Nair timer is something that I use. I go 50 minutes prints and after the 50 minutes,

00:32:06 I get up and I roll my shoulders and I do dance party and get some water, and I go have a drink.

00:32:11 This is such a powerful way. Trust me when I say you are gonna love this once you do what you're to see,

00:32:16 how much stuff you get done. When you set the timer, you send intention to say OK during the sprint,

00:32:20 I'm gonna get these two or three things down, or one thing or whatever it is and then ended 50 minutes to check in.

00:32:25 Now I gotta come in here and just say this that it is, um it was hard to keep the discipline up to do this yourself and so one of things that I do in my Goalen Girls community and a popping little plug in here because I think it's really powerful.

00:32:35 We actually co work once a month, some things to do, a bonus 12 And we actually all get together on a zoom call and I set the timer and we do this together,

00:32:43 and it's a really fun way to connect and get stuff done. Well, I use the other s word,

00:32:48 but you get the point. It's really fun. And if you eat, if you want to join my community,

00:32:52 I'd love to have you hop on the wait list. I'll drop the link here below to, um,

00:32:56 But you can do it on your own to You could do this with a friend. Do this with your your team at work.

00:33:02 Do this with other people because it's a really fun way to co work and be productive and do the things that are meaningful now.

00:33:08 50 minutes of work, you know, five or 10 minute break Here is my little tip for you.

00:33:12 Something that I've refined over time. Don't go on your phone during a break and just do more work.

00:33:16 Okay? I'm guilty of that. I did that. And I was like, Why? Missile tired?

00:33:20 That is not a disconnect. So please make sure that you're not just using your quote break to just go on your phone and do more.

00:33:26 Okay, use it as a chance to actually disconnect. And if you want to join GoalDen Girls Community where we do this once a month all together as a group Superfund so productive and just a really great chance to connect and work together and use some of these time management strategies and implement them right away cop on the wait list.

00:33:45 And the link is in the show notes or a lisa Michelle dot com forward slash community. I'd love to see you in there.

00:33:49 If this is like it sounds fun to you, you got to join in spoiler alert. Sometimes we have dance parties,

00:33:54 too, and it's really great. Okay, that's all I'm gonna say about that. You tough, I tell.

00:33:58 But I'm very excited. I'm so passionate about my community. So thanks for letting me share that. All right,

00:34:03 so here's another tip for your day and how to make the most of it. One of them is to eat that frog.

00:34:11 What the heck is a frog? I don't literally be eating a frog, and this is from Brian turns his book either.

00:34:16 Frog. Hello, he says. Your frog is that thing that you're dreading or like the hardest thing that's in your day.

00:34:22 And he recommends to start your day with that. Most research has shown us that we have the most willpower at the beginning of the day,

00:34:31 and as the day goes on, our willpower decreases the same thing With our decision making, we can make better decisions at the beginning of the day and less at the end of the day.

00:34:39 That's actually why you'll see. Like Mark Zuckerberg always wears the same outfit because he wants to minimize the number of decisions that he makes.

00:34:46 So he just wears us pretty much the same thing sweatshirt and jeans every day. This eat this frog concept that follows that same principle as starting your day with the hardest thing.

00:34:55 So this is one of the things that I sometimes get my clients to do is say Okay, you know what?

00:35:01 Whatever is the hardest thing whatever you're dreading, whether it's the sales call, whether it's the tough conversation or a meeting or just,

00:35:07 you know, scripting the thing or writing whatever that is. Start your day with that because then when you're done with it,

00:35:12 you will feel so good. Nothing motivates you and gets momentum going as much as taking action. So you're gonna feel great after you've eaten your frog and ready to be more productive and make the most of your time for the rest of the day.

00:35:24 You know that this conversation on time management would not be complete without talking about distractions. I know that this is one of the biggest things that sucks away our time distractions.

00:35:37 The best thing I can say to you is to make it easy for yourself. So close out your email,

00:35:43 Turn off your social media, close all notifications. You don't put your phone away from you. For example,

00:35:49 I often put my phone charger eyes away from my desk, so I have my phone over there and during the daytime,

00:35:55 especially when I'm really focusing on being present. I put it in my bedroom's, but it is away from me.

00:36:01 If you're in an office environment. I know that there's this, like, old school idea that having an open door policy is the best thing,

00:36:08 and it makes you more accessible and relatable and all those things. But the truth is that it's also sucking your time.

00:36:14 It's just distracting you and making you less productive and wasting your time. So here's what I recommend doing instead changer.

00:36:22 You're the way that you work to office hours. So have an hour to a day or whatever you can.

00:36:27 D'oh! Where you're available people and this is the stuff is obviously going to take some communication. But when you do this,

00:36:34 when you put these systems in place, you allow for yourself too. Actually be able to make the most of your time.

00:36:39 And instead of trying to do all the things at once and forgetting where you were, you're gonna get more things done.

00:36:44 I know most of your leaders your boss's. Your team is going to really understand if they if they get this,

00:36:50 if you explain this to them and also if you support them in doing this too, it's actually a really great way that you can add value to your whole office,

00:36:57 your team, your business. If you say to everyone to say, Hey, guys, you know us all being distracted all the time isn't really helping.

00:37:03 So let's make sure that we have a certain number of hours a day or certain times there were available,

00:37:08 and can it? Then, instead of all of the time, put a sign on your door or workplace?

00:37:12 If you have to do is something that I've had to do even in my life. I work at home,

00:37:17 and so sometimes on my husband's home, he wants to ask me a question. Her he has questions about you know,

00:37:22 what we're having for dinner, or have you seen my socks or whatever that is? And I had to be really clear with him,

00:37:27 too, and say, Hey, honey, I'm gonna be focused for the next 50 minutes for doing my sprints,

00:37:31 and if you have something, just write it down. I'll literally will even give him a piece of paper and a pen and,

00:37:35 like, just write it down here. Whatever it is, they don't forget about it, and we'll come back to what I've done and something that We have guests at the house,

00:37:40 you know, it's been ah, process for me to learn over the last couple years to set aside work time for work,

00:37:46 time and social time for social time. So when we have guests, I do the same thing. I say,

00:37:50 Hey, for the next little bit, I'm gonna be working here. We can. Here's a piece of paper.

00:37:54 Write down what you need from me and then we can chat social media, email, phone texting all these things They can be important,

00:38:01 but they also more likely are not that important. And they feel important cause they're urgent. But they're really not.

00:38:07 So I recommend putting aside time in your day to tackle ease. Maybe you could do like an hour in the morning,

00:38:14 an hour at the end of the day to batch all of these things, and we've talked a little about matching.

00:38:18 We'll talk about it more, but that's basically just doing it all at once. Instead of being in your email,

00:38:23 then on your social media, then trying to write that that social media post and then trying to get back to the other person on the phone that just separates your time,

00:38:31 separates your attention. Put aside. If you could do an hour a day twice a day, that's amazing.

00:38:37 To do that. Let your co workers or family, anybody your team know that you need this uninterrupted time.

00:38:43 One of the other things that I've done is I actually haven't out of office on my email and having on all the time.

00:38:48 It basically says this in a really nice way. It says I don't respond to non urgent e mails.

00:38:53 I just don't. And if we have a pre standing coaching call or a meeting, I will be there 100%.

00:38:58 And if it's urgent, here's my number. I actually get comments once in a while. People are like,

00:39:03 you know, it makes me think twice, and I almost don't want to email you because you have your out of office on and I'm like,

00:39:07 Well, good, that's the point. Hopefully, a little less e mails if you don't need me,

00:39:10 if it's not urgent, eyes is a good thing because I don't know about you, but I I'm probably setting with a couple 100 unopened in my in my in box right now.

00:39:17 I'm just not very good at it. It to me, my inbox is Maura of other people's to do lists and other people's priorities,

00:39:23 and it is mine. So I don't actually spend a lot of time in there, and I just make sure that I set the expectation there.

00:39:27 I I let people know. Hey, I'm just not in my email. So if we if we are your clients or if you want to be a client,

00:39:33 like, I'll get back to you If we got something pre standing, I will be there. If it's urgent,

00:39:36 here's my number. Otherwise, I don't respond to it. So I hope you don't have to go that far that extreme.

00:39:42 But I want to give you that example and remind you that you're in control. You're in charge like your inbox is not attached to you.

00:39:48 You don't have to do it. It's only if it's meaningful for you. And if it's gonna align with your goals and what's important to you.

00:39:55 Okay, a couple more last tips that help me every day, So one of things that I do is I make sure I plan the next day,

00:40:02 the night before, so I don't necessarily know everything or exactly when I'm going to do it. And I do allow for in the mornings checking in,

00:40:09 asking myself, You know how I want to feel, what my priorities, what bold action I'm going to take.

00:40:14 And, uh, also checking in on what might trip me up and how my desk I'll show up for it.

00:40:19 So I definitely do that in the morning of but the night before, I usually take a few minutes and just write down.

00:40:23 Okay? Is there anything that's like urgent, in my mind, very important that I know that I do need to tackle the next day.

00:40:29 That way it's not rattling around my head all evening or I'm not laying in bed making my to do list.

00:40:34 I've written it down, it's there, and I know it's what I know is there, and the next morning I'll I will look at it and then make the right plan for the day.

00:40:41 But I find that the night before giving my I guess before I leave my desk at the end of the day,

00:40:46 writing it down just helps me get it all out of my head. So I could be present for the evening.

00:40:51 I know I get gave you guys the tip of giving yourself more time and believe me, that's that's really powerful.

00:40:57 But it can also be fun. And I also said this at the beginning that some of these chips are gonna work for different times in different spaces,

00:41:03 and different tasks depend on what you're doing. You can actually flip that on its head and what you can do.

00:41:08 Instead, here's a little time management tap and strategy is challenging yourself to do it faster. Set a timer and see if you can do a task faster than you think.

00:41:17 I wouldn't suggest doing this with super critical or important, you know, brain intensive tasks. But this give me this is really powerful for things like tight in your living room.

00:41:26 You'll be shocked at how much 20 minutes of hustle can get done if you say I'm gonna get organized a living room in 20 minutes instead of just lazily slowly putting things away where it feels like you done it all day,

00:41:37 Then you actually have time to sit down and enjoy. I do this with this. You sometimes honestly Sometimes they do it with my emails to Mike.

00:41:42 Okay. How many can I just, like, crank out and get done here instead of spending all day and kind of puttering around?

00:41:48 So this is this could be actually really great started. You two is to set a timer and say,

00:41:51 Hey, you know what? Can I get this done in 20 minutes? Could I get this done in 30 minutes?



00:41:55 Can I get this done and invite minutes? What, depending on what that is and challenge yourself to put a little hustle in it again.

00:42:01 Not for the super critical or important things and the things that are really gonna move the needle over the things that like they have to get done,

00:42:07 make a little game with yourself and see how fast you get them done. For the perfectionist out there,

00:42:12 here is a little dip. Challenge yourself instead of worrying about getting to 100% which I know perfectionism. That's what we want to dio.

00:42:21 Challengers often get to 80% so put down 80% of the block post, write it down, get 80% of your spreadsheet done or get to 80% accuracy just get it out there.

00:42:32 Get 80% of your presentation done. Whatever you're working on, 80% Setting a timer can help on this too.

00:42:38 And give yourself permission to come back to it. But say, you know what? I'm gonna spend two or three hours or however much time you need to get to 80%.

00:42:46 That way you don't spend like 100 hours to give it 100% because, as you can see, if it takes an extra 95 hours to get from 80% 100% that's probably not worth your time.

00:42:56 Setting a timer and setting an 80% target and giving myself permission to come back to It is a way that I've overcome some of my perfectionism tendencies,

00:43:03 and it helps me save time. Because trust me when I say I could, I could just spend days and days and days reviewing things that just don't matter.

00:43:11 So if you can relate to this, try the 80% target. It's a really cool little strategy. Before I finish up on the daily tips,

00:43:19 I've got to say we're about multitasking. It is so funny because just a few years ago, I can remember applying to jobs and seeing everywhere that one of the scales will want.

00:43:28 It was multi tasking, and in fact, once in a while, I still see that today. And I'm like,

00:43:32 Oh my gosh, people. No, no, no, no. Here are some of the staff.

00:43:35 This is stats out of Harvard, so you know that it's good stuff. Harvard Business Review estimates that there's a 40% drop in productivity when people multi task studies show up to a 10% drop in your I Q.

00:43:48 Just because of multi tasking. The funny thing is, is the better you think you are. Multi tasking research shows that you're actually probably even worse.

00:43:57 Our brains don't multi task. What happens is your brain is actually switching quickly between tasks, and that slows you down,

00:44:05 makes you more likely to make mistakes and takes you longer to get back to what you were doing before.

00:44:12 Studies show it takes about 15 minutes to get back to an intense mental task after you've been interrupted like,

00:44:17 for example, with a text message or email or someone coming to your office doors 15 minutes. That means that if in a day you got four interruptions,

00:44:24 like four emails or four text messages that would lose an hour of your time. Because now you've got to get back to where you were.

00:44:31 Tell me the truth. Now, do you have more than four interruptions a day? That's what I thought.

00:44:36 This is why we talked about distraction before it's super important to set the boundaries. This. If you have to make some changes,

00:44:43 do it set the expectations with those around you, More than likely they're going to support you. And that's how you're gonna get a ton of time back to your day.

00:44:50 The truth is that if you try multitasking, it actually takes you more time to get things done after 50% longer.

00:44:57 Not to mention the time you have to spend because you're making more mistakes to go back and fix it all.

00:45:02 Tell me, are you ready to give up? Multi tasking please, Please. I thought so. Okay.

00:45:07 The last category of tips for you guys making sure you're doing the right things. Number one review and her fashion.

00:45:15 And this is where you do a calendar audit on a regular basis. You can look at your tasks for the following weeks.

00:45:21 Look at what you're actually spending your time on. I talk about this more in Episode six, so definitely go back to that.

00:45:27 It's how to break down your goals, to actually achieve it. And it's the second strategy in there where I went on this whole tangent on productivity because it's so important,

00:45:35 So I'm not gonna go into all of it again. But here is the just to it, by the way,

00:45:38 and it also ties. Said what I talk about Episode seven with your desires Owners under genius, Son of Awesome.

00:45:44 So I know what you're doing. Look at what the tax are that you're doing and this also can come from tracking your time and then really ask yourself,

00:45:51 Is it you that has to be doing it? Is this the right thing? Is this actually gonna move the needle?

00:45:57 The 80 20 rule 20% of what you d'oh brings the 80% of the results one of the 20% of things that are really making the difference that are giving you what you want in your life and anything else.

00:46:07 You delegate it so that By the way, this relates to work and home life. Both the things of delegate,

00:46:12 who else can do it? Outsource it, work and home. You know, get get a virtual assistant.

00:46:17 You can get a virtual personal assistant. You can outsource some grocery shopping and now a lot of places deliver that for free.

00:46:23 So easy. Stop doing it. Just stop. And I'm gonna talk about this probably at some point more.

00:46:29 But I just You know, some of things that I've stopped doing. I don't send Christmas cards. And for a long time I thought I was like I had to do.

00:46:35 I was just taking up so much time and I didn't really enjoy it and it was stressing me out,

00:46:39 so I just stopped. It's amazing what you can stop doing. If you give yourself permission to do it.

00:46:43 Simplify, simplify whatever you can. What can you do less if can you clean your house less? Can you cook a less intensive meals batch ing?

00:46:52 Can you patch some of your meals? Can you batch some more of your cleaning? Can you batch your emails about your social media that your podcast recordings?

00:47:00 Bachir, you're writing batch creating your presentation. So many things you can patch when you do it all at ones that we're not dealing with that 50 minute lag Every time you're being pulled from direction to direction,

00:47:11 I'm gonna talk quickly about stacking, too. That's another little strategy here, for these are for things,

00:47:16 by the way, that are not in your. Your desires are not in things that are the best use of your time.

00:47:20 But you still have to do that. Sometimes stacking is a great tool when you're doing something that doesn't require a ton of mental attention,

00:47:27 and you can add on something that maybe does so, for example, going for a walk and having a conversation with a friend,

00:47:34 driving and listening to a podcast, doing the dishes, listening to a podcast on. And I know some of you guys bring me with you for dishes,

00:47:40 and I think I was helping you move last week, which is so funny, and that's that's really great.

00:47:45 We're listening to an online course or maybe having a conversation with a friend. Well, you guys were eating dinner together,

00:47:51 so think whether you're by the way, whether you're close together, whether you're doing Skype dinner dates, which I totally do with my friends from afar to.

00:47:57 So that's what stacking is. Stacking is not multitasking. Multi tasking is trying to do two things that require your attention.

00:48:04 Ah, and undivided attention. You'll you know the difference. You know the difference. You know when it's working for you and when it's not asking for help.

00:48:13 I want to just call this out as a strategy to because I have done this many points in my life.

00:48:18 Since having cinema, Troy has stepped up in so many ways. Thank you. By the way, honey,

00:48:23 if you're listening to this, you're amazing. He stepped up to not only help around the house and in our lives.

00:48:29 I don't I think a lot of women. We we take on the mental load to write, you know,

00:48:33 figuring out the social events and getting guest for people and making sure everyone's got close and houses stocked all those things,

00:48:39 like he has really stepped up. And I had to ask for this help because I just couldn't do it all.

00:48:44 And so I want to just say that that's also a time management strategy. Is asking for help. So do that.

00:48:49 If there's something that you need help with, do that none of us do it alone. And I've really believe that asking for help.

00:48:56 You know, people love helping to we when we ask for help, we also give other people is a way of helping us and giving back.

00:49:03 So don't think you can do it all yourself. And yes, think about that. You're gonna get some little story because they're gonna help you,

00:49:08 and it's gonna make them feel really good and strengthen your relationship there too. And maybe they can always say no.

00:49:13 So don't feel like you're putting your own people pleasing onto them, which is something that I struggled for a long time.

00:49:18 That's how I know that. But asking for help is a real time management strategy. One little thing here I want to mention around the whole stacking and matching in all this productivity top.

00:49:28 I just want to remind you that you are a human being, not a human doing. Remember to be as well.

00:49:36 There is a magic in quiet and you don't have to stuff every moment with being productive. There is such great thinking that comes from being in the shower and just being in the shower,

00:49:49 not listening to a podcast or going for a walk by yourself and not trying to talk and not trying to make it productive talking your partner in the car,

00:49:57 having a real conversation or to your kids instead of just cramming your head with more information. So while I would love to say yes,

00:50:04 listen to all my shows, I got to say this. Please take time for you to relish in the quiet.

00:50:11 Remember, you don't always need to be producing when we're talking about making sure we're spending our time on the right thing and investing in the right places.

00:50:19 Energy really matters. I know I've mentioned this before. If you only had five or six hours of good creative,

00:50:26 excellent work. How would you spend it? Remember to start there and think about that every single day.

00:50:31 Not for me. Even though I'm not a morning person, I actually get up early and work out in the morning because I feel like I can do it.

00:50:37 By the time of open up and work, it is done. It is awesome. I should say this.

00:50:41 It's probably not the best time to work out, but I can work out. Let me say this to differentiate.

00:50:48 Help me understand this. So if I worked out at 3 p.m. When I have more energy, I could probably work out a bit harder.

00:50:53 I might be able to lift, have your ways, or go and do a bit more cardio. But it's also my prime creative time.

00:51:00 So at this season of life, I want to save that for my work and for the work that I'm doing like this.

00:51:06 But if I had different goals, for example, I was training for the Olympics. I would switch that around.

00:51:10 I'd probably working out midday. So this is what I mean around energy management, making sure you are clear on one of the best times a day for you to be working and your best energy.

00:51:21       Where do you want to be spending that for me? Like I said, I work out in the mornings.

00:51:27       I get it done. It feels good. I'm ready to go for the day. It revs me right up.

00:51:31       Um, but like I said, I might be able to burn more calories or lift more weights if I did it later.

00:51:35       But just for the seasonal life that I'm in, where my goals are, it doesn't make sense for me.

00:51:39       I want to spend my my best thinking hours, creating content like this podcast supporting my community on my client calls because that is where my magic is.

00:51:48       And that's how I really want to be leaving an impact. So you don't think about that for yourself,

00:51:51       too. When is your best time of day? What are your goals and how can you align those things,

00:51:55       especially if you only have a couple hours a day and a little bonus tip here? I wasn't planning on saying this,

00:52:00       but I got to say it. Exercise man, Getting outside, moving your body. Move your body inside the house,

00:52:05       turning on some music, dancing around the house, chasing your kids, tickling your partner, whatever that is going for a swim.

00:52:12       My gosh, I can't even say enough about how exercising. I've been consistently excepting for probably about seven or eight years now,

00:52:19       and it is so, so, so pivotal. Oh, how I have so much energy and how I'm able to get so much done.

00:52:24       People always ask me you like they're like, Oh, you're like an Energizer bunny. Well, I want to see I do think a lot of it is because I exercising because I move and and energy doesn't just come to us,

00:52:34       you know? We have to generate it. We have to create it. And so working out is one of the ways that I do that.

00:52:39 So running, walking, dancing, something yoga I do. I use beat the beach body out, which I absolutely love.

00:52:45 It's so so, so good. Something like whatever that is for you that feels good. Do that.

00:52:51 Move your body. And I know it feels like you're taking away time, but it's actually gonna make you so much clear and the research bruises over and over and over again.

00:52:58 But I'm not gonna say a bunch of that. You say you probably know this, and on the days that you work out,

00:53:02 you probably feel better. I know. I certainly do. So I just want to say that sometimes taking time for that will actually add time and energy and productivity and good mood good energy for the rest of your day.

00:53:14 So this last little tip I'm gonna share here to make sure you doing the right thing is making time to check in work and reflect now.

00:53:21 This is not just for time management, By the way. This is great for your goals in general to to take time to reflect.

00:53:27 You know, this could mean at the end of the day, doing gratitude. I I highly recommend that I know it's super cliché,

00:53:33 but it really does make a difference. And also reflecting on what went well for the day. You know,

00:53:38 how did you feel and what made you feel that way, What was good and what would you like to improve every single week?

00:53:43 I recommend checking in at the end of the week what went well, How did you feel? How are you feeling in terms of balance?

00:53:50 How about at the end of the month? And I do a men monthly reflection of the end of every month to reflect and celebrate what I what I did and what I'm proud of,

00:53:59 and then figure out what's next for the future month. The thing is that what worked now may or may not work in six months.

00:54:07 And what worked three months ago may or may not be working today. And one of the most powerful things is just checking in and seeing what's working for you.



00:54:15 It doesn't sound Super Game changing its not that new or refreshing. But are you doing it? Chances are probably not.

00:54:24 You know, even I catch myself sometimes being so busy that I forget to reflect on the weak right kind of skip over that page of my planner.

00:54:31 But the truth is, is that when when I do this and when you do this, you're gonna get so much value out of it,

00:54:37 you're gonna be taking the 5 10 minutes to reflect and setting yourself up. Been planning for what's ahead,

00:54:43 checking in to make sure you're doing the right things and doing what's meaningful for you and spending your time investing your time the way you wanted Thio.

00:54:50 That's the only way you're gonna get better. That's the only way you'll be able to keep your relationship with time strong and positive.

00:54:57 Remember, it's a complex relationship, and it evolves over time. So if you're never checking in and reflecting,

00:55:02 you're not gonna know if you're doing what's right for you. Okay, I lied. One last little thing.

00:55:07 I just got to say it. Celebration. It is so important. How often are you taking time to just say Heck,

00:55:12 yes, I did that. Whether it was finishing your tasks for the day, whether it was squeezing in the work out,

00:55:19 whether it was shutting down your laptop and just being present with your family cost you guys please celebrate every Friday.

00:55:26 Celebrate. Make that happen. If you never fuel the reward from what you're doing and you just push yourself for more,

00:55:32 more, more, more, you will burn out. I can promise you that. So promise me on Fridays.

00:55:37 Take time to celebrate at least one thing that you did this week or something that you are proud of.

00:55:41 And remember, if you have any weekly planner, grab that shone link in the show Notes They released me show dot com forward slash Week.

00:55:48 I built this in for a reason. I ask you, what do you proud of? And that's intentional.

00:55:52 Because I want you to feel good about how far you've come and when you come from that place of pride and excitement and celebration.

00:55:57 It primes you for even more success. So in a way, it is a time management strategy and tip because when you feel good,

00:56:04 you do more good. You are more good. You can feel the way you want to feel. I know that was a lot of strategies and tips,

00:56:11 and I hope there was something there. I'm sure there were that you've never heard before. Please don't feel ever want to do all the things.

00:56:17 Start with one or two and see what works for you. I gotta share this, which is the most important thing in all of time management.

00:56:24 And I have to put this in here because I know that you are sometimes guilty of not doing this.

00:56:29 And that is taking time for you. Remember this, that above everything else, everything comes from you good or bad.

00:56:39 Well, you have in your life is a result of how you're caring for yourself or how you're not.

00:56:45 Don't use these strategies simply to try and cram or into your life or just to do more for others.

00:56:50 Use thes strategies and these chaps in these tools for you to feel like the best version of you, whatever that means for you to be a happier,

00:56:58 more joyful, more positive, less stressed version of you. So use these not to. Not to pressure is off to do more not to play into that narrative.

00:57:08 That you're not enough right now is that's why you need to do more, but instead use thes to create that space.

00:57:14 And remember that the number one thing is that it's about you and you feeling great when you feel great.

00:57:19 Everything else is so much better in your life with all of these strategies and tips. I know it can be really easy to get so focused on productivity that we forget what's most important and that is how you're experiencing life.

00:57:32 How you're feeling and who you're becoming your time is precious is the most important currency that you have. And no matter how you decide to spend it,

00:57:43 I hope that you've learned some ideas from this episode and from the ones before it to help you invest your time in what matters the most.

00:57:51 Come back to these episodes at the beginning of the new year as you're getting started after any major life transition,

00:57:57 like a new job or business or partnership. A big goal. A new family member. Anything? Come back to them a few times a year to refresh.

00:58:06 Remember, your time is a changing relationship, so don't just ignore it. Come back to it. I know this was a lot.

00:58:13 Three episodes on time management. Holy moly. Lisa, what did I talk? A Pote. Let me sum it up here for your real quickly.

00:58:20 It's really only about three things. Number one, which is clarity. How do you want to feel?

00:58:25 What is your goal? What is your capacity? How much time do you really have to dedicate to it?

00:58:31 And what is your zone of awesome? Your desire is owned One of the things that you are awesome at and that you're passionate about.

00:58:37 And how do you spend more time there? That's clarity. That's number one. Number two is your mind set?

00:58:44 You have enough time and you were in charge. I want you to get intentional a f about how you're spending your time,

00:58:49 both your downtime and you're up time and cover any limiting beliefs like your how your fear of failure, success,

00:58:56 people pleasing perfectionism all of those things when you uncover those limiting beliefs, going to see that all of a sudden you're gonna have more time,

00:59:03 and it's gonna make your relationships and everything in your house in your life so much stronger. The third thing here is really about your habits,

00:59:10 knowing where your time is going and making sure it's in the right place. Having a plan for success,

00:59:16 having the daily habits in place and, of course, doing the right things. Clarity, mindset and your habits.

00:59:25 That's what it's all about. Goalden Girl. Thank you so much for listening to this. I am so proud to have you here in our community.

00:59:33 Don't forget to grab your free time tracker. Remember, it's not super fancy, but I do hope that it helps.

00:59:38 It's what I use and what I share with my students in my client's Lisa me show dot com forward slash tracker,

00:59:43 and you can also grab your free weekly planner. At least me show dot com forward slash week. Don't worry,

00:59:48 it's all in the show notes. Go ahead and grab them in your phone. Please take a moment and think about someone in your life that once more time someone that is so busy,

00:59:58 someone that needs more time for themselves. I would love for you to pull out your phone and hit Sher Sher This episode with the person you know that needs it the most.

01:00:08 If you're feeling extra special and amazing, add love for you to also take a screenshot and share this on social and tag me because I love knowing that you're listening.

01:00:17 It means the world to me. You know, I appreciate you listening. And I also want this to be a two way conversation.

01:00:23 So I would love to know, as you're doing your tracking and you figure out where your time is going when you're doing your weekly planning.

01:00:29 I would love to hear it. Send me a message. Tag me on social. Sent me an email.

01:00:34 You know, next time you see me at an event or in person, wherever come on up and tell me it just lights me up.

01:00:42 We know I've been getting messages from you guys and you guys are sharing on your social media your list of 100 dreams,

01:00:47 and it just lights me up. So as you're doing your tracking weekly, planning your trying any of these things.

01:00:52 If you're sprinting, whatever you're doing, please let me know it. This is more than just about me speaking to you.

01:00:58 I want to hear from you. I want to know what's working. I want to know what you're trying and I want to have a relationship with you.

01:01:03 That sounds weird. I don't know why I said that. I really I want to be connected with you and know what's helping you and where I can help you more.

01:01:11 So thank you again for listening. I hope you have an amazing day. Stay tune. I've got some great episodes coming up for Goalden Girls podcast.

01:01:19 We have some incredible guests coming that I can't share yet, But I'm super excited. So if you haven't already,

01:01:24 make sure you hit. Subscribe and I will talk to you in the next episode of Goalden Girls podcast.

01:01:32 Thank you so much for listening. If something spoke to you, send me a message by sharing this episode and tagging me on social media.

01:01:39 If you know someone who loved to hear this episode, please share it with them too. Because I love surprises.

01:01:44 Make sure you subscribe to Goalden Girls podcast today, it's the only way to find out about bonus surprise episodes and make sure you don't miss a single beat on your Goalden journey.

01:01:54 Thanks again for listening that will talk to you in the next episode of the Goalden Girls podcast.