



# 10

## *Self Healing Invitation: Reclaim Your Time*

10 steps to reclaim your time, change your life and enhance your overall well-being



Follow these 10 steps to declutter, get organized and create space for your self care.

### **Step 1: Choose a calendar that will work for you**

Choose one that is simple and will make it easy for you to create visual time blocks. Examples:

- Google calendar
- Outlook
- Apple
- Paper planners
- Bullet journal

### **Step 2: Get clear on 3 goals (personal, professional, health)**

These are the most important things you want to focus on and achieve this week/month/year.

### **Step 3: Take an inventory of your time**

Spend 1 day documenting in a notebook everything you do, from the minute you wake up to the time you go to bed and note how long it takes you.



### **Step 4: Audit your inventory**

Review your list from Step 2 and pinpoint your 'time suckers.' These are any activities that were:

- Unnecessary
- Don't align with your goals
- Drain your energy
- Distractions

What could have been rescheduled, delegated, or eliminated entirely? What did you waste time doing or spend too much time on? Cross these items off your list.

### **Step 5: Group like items together**

With your clean list, group all like tasks/activities together. For example, home chores should be in one group. Work related tasks should be in another group. Family activities go in another group.

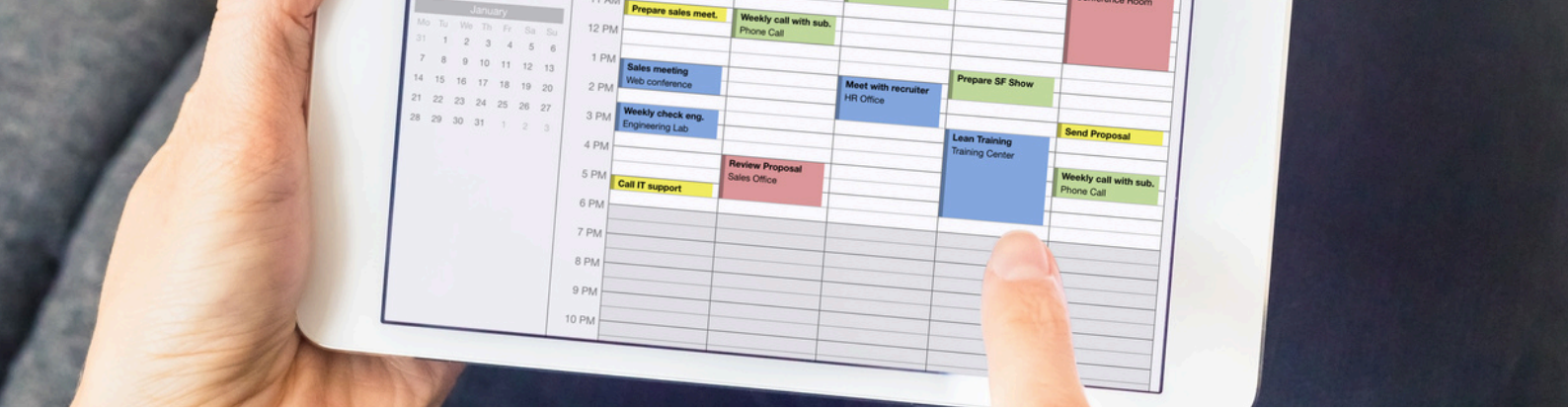


## Step 6: Create time blocks

Give each group a name. These are your time blocks. Think of a time block as a container that holds the items from your list from Step 2. Here are some examples of time block names I use, but you will have different ones based on your lifestyle and responsibilities:

- Non-negotiables
- Work
- Appointments
- Errands
- Home
- Self Care

Assign each time block a color. This will come in handy if you are using a virtual calendar.



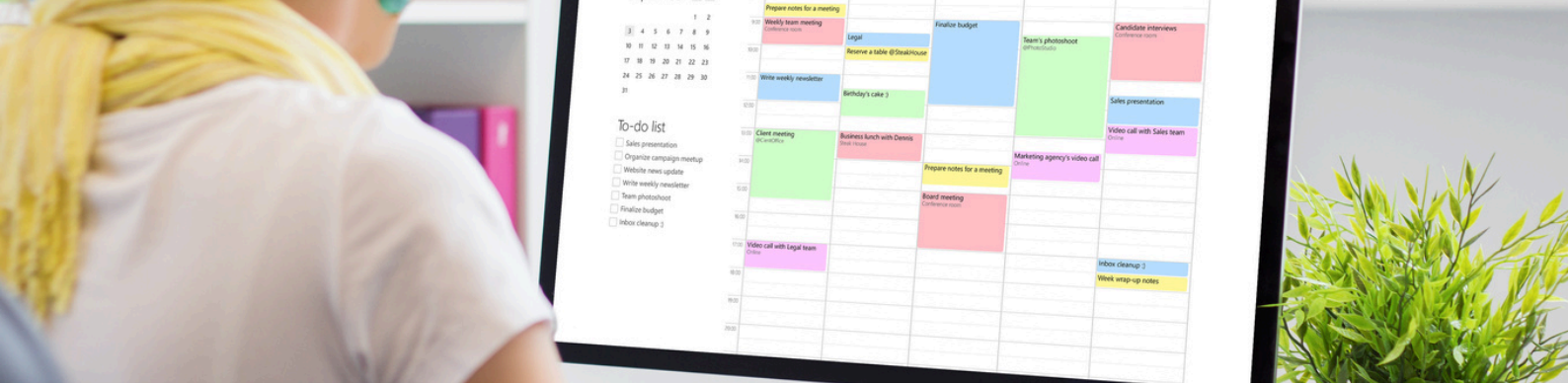
## Step 7: Schedule your non-negotiables

Open your calendar and first add in your non-negotiable appointment time blocks. These are appointments that cannot change so you will have to schedule your remaining time blocks around these.

## Step 8: Drop in your time blocks

After all of your non-negotiables and scheduled appointments are locked in, begin dropping in your other time blocks.

You can CHOOSE where to place your blocks. Don't worry if you have to shift the blocks around from day to day. You are building a foundation for yourself to create time for YOU and reclaim some control of your time. This is just the starting point. Try keeping your blocks of time no longer than 1-2 hours each.



## Step 9: Add tasks inside your time blocks

When all of your time blocks are in place, open each and add your tasks for that time block. Be super intentional here. If you have a 2 hour time block for 'Work' but you add in tasks that will clearly take you 4 hours to complete, you are outside of your time means. Only add the most important or timely tasks to that block and only add what you can realistically accomplish in 2 hours.

## Step 10: Review your calendar

Look to see where there is white space for self care. If you choose to use color coding, it makes these pockets of time easy to see. If you don't see any pockets of time, you'll need to decide where you may be placing unnecessary energy that you could be placing on yourself.

The point is NOT to fill your calendar with time blocks but to create a balance between work and play. White space on your calendar is a good thing!