

Get Time on Your Side



Four Simple Steps to Have More Time for Fun

“Dost thou love life? Then do not squander time; for that's the stuff life is made of.”
- Benjamin Franklin

Megan Corwin
Personal Coach

Introduction

We all are given the gift of 24 hours every day. Have you ever wondered why some people seem to get much more accomplished in a day and have time leftover for family, fun and a good night's sleep?

The most frequent reason people give for not doing more things they enjoy is lack of time. Yet we all have the same 24 hours to get things done.

In this workbook you will learn techniques and complete exercises to help you find more time in your 24 hours each day. This workbook will help you:

- Determine where you are losing precious time
- Eliminate time wasters in your life
- Set up a strategy to keep your time free
- Spend time doing things you truly enjoy

I hope this book allows you to free up time so that you are able to live the life of your choosing. Please forward this book to anyone who would like to improve their relationship with the clock.

About Megan:

Megan Corwin is a personal coach who enjoys helping others create the life they want. Interested in using her talent for effective listening, Megan obtained her Bachelor of Science in Psychology. She spent eight years in the corporate world gaining work experience in marketing and information technology. Eager to return to using her skill of listening, Megan began a personal coaching practice. She is trained through Coach University and is working towards earning her International Coaching Federation certification.

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Step 1: Get rid of time wasters

The average American watches 4 hours of TV per day. Everyone deserves a break and time to unwind, but some of these 4 hours could better be spent elsewhere. TV, gossiping on the phone, playing computer games or surfing the Internet have the tendency to take up more time than we had anticipated.

Perhaps you could watch your favorite show, and then turn off the TV....not getting sucked into shows that really aren't your favorite, but you watch just because it happens to be on.

Where does your time go? Fill in the chart below for a typical week. Identify activities that can be given less time or altogether eliminated.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							

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Step 2: Outsource what you don't enjoy

Do you despise housecleaning? Loathe ironing? Get anxious just thinking about paying bills? The anticipation and the actual chore take away valuable time and energy.

There are certain chores you do regularly that you can hire others to do. If laundry doesn't bother you, then no need to axe it – but what do you really dread doing?

Choose 1-2 activities from the items below that can be outsourced in your life. Write in an activity in the space below if it isn't on the list.

Laundry

Lawn service

Bill paying

Snow removal

Cleaning

Dog walking

Grocery/personal shopping

Car Wash

Home repair

Exterior window washing

Home decorating/Painting

Step 3: Say “No” to Commitments you don’t enjoy

Don’t let guilt or a sense of obligation drag you into an activity that doesn’t bring you joy.

Here’s a simple guideline for you:

If you leave a meeting or event energized and excited, continue to participate.

If you dread going or feel tired and drained afterward, stop attending.

Evaluate your commitments below. Check the appropriate box.

Activity	Energizer?	Energy Drainer?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Step 4: Make your Passion a Priority

Now that you've freed up some time, fill your new found time with nourishing and nurturing activities. Be sure to add one such activity to your day – not a “should” or “have to,” but something purely for you.

This step is the simplest, but can be the toughest to implement: make a commitment to yourself to put a higher priority on the things you find missing in your life. Challenge yourself to make it a special Daily Habit.

Some ideas for a Daily Habit include:

- Bubble bath
- Walk through a park
- 20 minutes devoted to a pet or loved one
- Meditate
- Yoga
- Read a bestseller book
- Journal
- Pray
- Listen to great music
- Give yourself a manicure/pedicure
- Knit, sew or do a craft
- Go on a bike ride
- Play a board or card game with your family

Congratulations

I commend you on your willingness to examine your time management. If you would like continued support in designing your life, a personal coach is the perfect partner.

I am pleased you have found this book valuable and would love to hear what positive effects it has had on your daily life.

Time is on your side!

Warmest Regards,
Megan Corwin

EXTRA IDEAS

Time Saving Tips:

Fight Inertia: Schedule appointments in the morning so that you have a reason to get up and get going.

Record favorite television shows. Later, you can forward over the commercials, plus you will be less tempted to stay in front of the television when the show is over.

Use your crock-pot. 10 minutes out of your morning will save an hour in the kitchen in the evening.

Plan your errands in a logical sequence to prevent back tracking.

Suggested Books:

[There Must Be More Than This, by Judith Wright](#)

[Take Time For Your Life, by Cheryl Richardson](#)

[Living Your Best Life, by Laura Berman Fortgang](#)

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