

Growing Time

Creating An Extra Hour Every Day

“

The bad news is time flies. The good news is you're the pilot.

”

- Michael Altshuler

Let's learn to navigate our time well and potentially grow an extra hour each day!

1. Set Ten.

Set your alarm for ten minutes earlier than your normal wake-up time. And when you hear it go off, get up immediately to leave no room for procrastination!

Practice this routine for a week, and then try setting your alarm 10 additional minutes earlier the next week.

In six short weeks, you have smoothly grown an extra hour into your day.



What's Your HPT?

Define what your Highest Priority Task is for the day, and tackle that first before taking on any of the lower priority tasks.

This will help you to stay feeling productive, almost as if you've saved time, and you will have achieved great things at the end of your day!



Use Your Timer.

Once you've chosen your HPT, set a timer for just twenty five minutes and buckle down without distraction and do the task at hand. When the timer sounds, take a three minute break.

Repeat this process four times.

When your timer sounds for the fourth time, take a twenty-minute break. If the task is not yet completed, repeat this process (called 'pomodoro') again until your HPT is completed.

By shuffling up the task with breaks, you are ensuring a more productive and efficient work cycle with far less burnout!



Silence the Distractions.

We all know what these are to each of us; but probably the most common distraction would be the noisy notifications on our phones.

Please take consideration for yourself, your priorities and responsibilities and choose to silence your device's notifications while you're working – who knows how much time you'll be saving by doing this!

You can check your device and see the scoop at the end of the day!



“

Time doesn't expand limitlessly. When I say yes to one thing, I must say no to something else.

”

- Crystal Paine

Set aside some time in your busy schedule to evaluate what's *really* important to you, and choose to cut out what you can to make time for what you need – you won't regret it! – And soon you'll find that you have the time to do the things you need to do along with the things you love doing!

