



How do you spend your day?

Looking at how we spend our time is the best way for us to figure out where we are 'wasting' our time. Time is valuable. We only have 24 hours in a day and at least 5-7 of those are spent sleeping. That leaves 17-19 hours that we can be doing things that bring us fulfillment or help impact the bottom line of our business.

This exercise below helped me find more time in my day and to use that time as efficiently as possible. Once you master your time, your entire life will be changed for the better.

First, write down everything you spend your time doing each day 'during the week'. Ignore the small things like brushing your teeth or showering or sleeping. Focus on the big ones.

Once you've tapped out your brain, go back to the list and in the second column write down how many hours per week you generally spend doing this activity. If it's something big like traveling or speaking engagements, then just specify that in this column — "two weeks per year," or "1x per month," or whatever.

Finally, in the last column, give each item a rating, from 1-10 based on how much fulfillment you get from that activity or how much value it adds to your business. Basically how happy that activity makes you or how much financial impact it has.

Now that you've eliminated, automated, and delegated the things off of your list, you should be left with a list of daily tasks that have a positive impact on your life and your business. You've now got MORE TIME to focus on those things. However, you can't just say you're going to do more of them, you actually need to block time to do them. My best example is that I have sacred hours of the day that are MY TIME. It's my gym time. I block that time in my calendar so that nobody can book meetings or take that time away. It's my decision to use that time to do something else if 'I' desire. Also, figure out if you can add more time to your day by waking up an hour early or staying up an hour later. Sleep is crucial to productivity but if you can find an hour and still get enough rest, you've just given yourself more of the gift of time.

I love working through this with clients on coaching calls. If you're looking for help, don't hesitate to reach out or book a 15-minute call with me using the link below or visiting my website at www.fostering101.com:

<https://calendly.com/hayleyfoster/15-mincall>