

Getting Back Time



CHECKLIST

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If you've read the full Getting Back Time ebook, then you should now have a full understanding of how to save time in your personal life and how to give yourself more freedom to work on the projects you're passionate about.

It's not just about finding little time saving hacks: it's about changing your priorities and redesigning your lifestyle around what matters to you.

It's a lot to take on board though and you might need some extra guidance. Read on then to see a checklist and a series of steps you can follow to start getting your time back and to start living the life that you want to live:

Prioritize

Step one is to prioritize. This is important as you need to know what it is you want to do with your time if you're going to find more time to do it. Otherwise, life has a way to fill up and take up your time.

- ✓ Stop defining your success by work
- ✓ Think about what you actually want to do with your life
- ✓ What does happiness look like to you?
- ✓ What steps could you take to get closer to that reality right now?

You likely don't need more money to make certain dreams a reality. You could have a nicer house, travel more or spend more time with family on your current budget. The challenge is time.

Cut back on work

Knowing this, you need to start thinking about 'lifestyle design'. Instead of finding ways to fit your routine in around your work, find ways to work that allow you to live the life you want. It's a subtle difference that has a huge impact.

- ✓ Ask for flexi-time
- ✓ Ask about working from home
- ✓ Look at other jobs with flexi time
- ✓ Look at other jobs that would have less commute
- ✓ Consider working online and becoming a digital nomad!
- ✓ At the same time:
- ✓ Find ways to accumulate more wealth without working more
- ✓ Take up a side project
- ✓ Start a small business
- ✓ Cut back on expenses

Increase your energy levels

Even if you save an hour in the evening, you might not be able to do much with it if you're too tired. Thus you need to increase your energy at the same time as your time. You can do this a few ways:

- ✓ Exercising to improve energy efficiency
- ✓ Use HIIT training in order to increase mitochondrial quantity and efficiency
- ✓ Use 10 minute workouts
- ✓ Find ways to exercise throughout the day
- ✓ Consider a fitness tracker
- ✓ Getting better nutrition
- ✓ Getting better sleep
- ✓ Get a daylight lamp
- ✓ Go to bed at a set time
- ✓ Make sure your room is dark and quiet
- ✓ Have a shower before bed
- ✓ Try to avoid stress which consumes energy

Outsource boring tasks

Spend less time on boring tasks by outsourcing them. Consider:

- ✓ Hiring a cleaner
- ✓ Getting your children to handle some cleaning jobs
- ✓ Asking for help from friends
- ✓ Sharing jobs with kids
- ✓ Getting meals delivered to your home
- ✓ Using a virtual assistant
- ✓ 5 Automate and Optimize

Likewise you can automate and optimize some tasks. That means you could:

- ✓ Use a slow cooker to prepare some meals
- ✓ Use a food processor
- ✓ Use a dishwasher
- ✓ Set up other standing orders for deliveries (food shopping)
- ✓ Get a robotic vacuum cleaner

Multitask

Find ways to get more value out of your time by talking on the phone while you wash up, by doing things with friends so you get social benefit as well and by starting projects or entertaining yourself on your commute. Want to learn German? Do it on the bus to work every morning!

Make appointments and prioritize

Ultimately a lot of this comes down to prioritizing. If you want to do something specific, then probably that means something else has to go. Learn to say no to invitations to go out and learn to quit things that you aren't getting anything out of. There's nothing wrong with being a quitter!

Instead, prioritize the things that matter most to you and then commit yourself to them. That maybe means booking an hour every evening to spend on that thing – in which case you treat that appointment as unbreakable like any other appointment you would make with a friend!