

**MONTH 5:
RECLAIM
YOUR
TIME**



TIME + YOU

When I suggest to my clients that they start scheduling their time more intentionally, some don't understand how that is going to help them create the life and relationship they want.

Your relationship with time is a reflection of your relationship with yourself. If you aren't intentionally deciding what your day will look like ahead of time and what steps you need to take next toward your big goals, then you are leaving your life and the fulfillment of your dreams up to moment-to-moment whims.

You might think right now that it is fine to figure out what's for dinner at the last moment night after night or that it doesn't really matter if you plan for a goal you have set six months from now.

It might not seem urgent to you to make sure your partner is in the loop with your ever-changing work schedule, but I assure you it is more important than you think.

As a mother of two young children who runs a successful business, hosts a weekly podcast and is writing her third book, there is no way I would have time and energy to achieve what I do consistently without the exact process within these pages.

Read it, apply it and it will change your life.

~ERIN AQUIN

BRAINSTORM

In this step you will write down anything and everything you want to put on your task and to-do list. This can range from your big goal this year to what you want to do by next Friday.

If you need help getting started you can brainstorm in this order.

1. Personal and self-care: health and wellness time, personal grooming , time alone, creative outlets, relaxation time, classes and workshops etc.

2. Couple or family/friend time:
date nights, weekly family meeting, home projects, social activities etc.

3. Home and Daily Logistics:
Bills/ finances, maintenance and reno's, cleaning, daily logistics: meal planning, managing the schedule for your household

4. Work:
meetings, projects, continuing education

5. Other:
big goals you haven't begun, any other task or to-do you can think of

BRAINSTORM

BRAINSTORM YOUR MASTER LIST HERE *(USE ANOTHER SHEET IF NEEDED)*

EDIT

Next you will edit your master list. Go back and for each item as yourself

1. "Do I want to do this? Why or why not?"

2. "Does this need to be done by me personally?"

For things that you don't want to do and don't need to do, ask your self if you can cross them off the list/ delegate or hire someone else to do this task for you

If you determine that an item is a "want to do", "need to do" or *both*, decide if it is something to be dealt with in the next seven days or in the future.

Add your tasks and to-do's for this week to the This Week List and your future items to the Future List.

As you write your This Week List break any bigger projects down into manageable steps. For instance if the item is Paint Bedroom, write down each step of that process

- pick paint colour
- buy paint and supplies
- tape along trim
- cover furniture
- paint bedroom

THE RULE: It is important to re-write each thing into its own list. If something doesn't feel worth re-writing to you, then you may want to question whether it is important at all.

THIS WEEK LIST

WRITE YOUR LIST OF THINGS YOU WILL DO THIS WEEK (BREAK DOWN
BIGGER PROJECTS INTO MANAGEABLE STEPS)

FUTURE LIST

WRITE YOUR LIST OF THINGS YOU WILL DO IN THE FUTURE (NO NEED TO
BREAK DOWN BIGGER PROJECTS FOR THIS LIST RIGHT NOW)

TIME & ASSIGN

In this step, go back to your This Week List and assign the time you will allow for each task on your list. Be realistic about how much time you want or need to spend and when in doubt give yourself more time than you need.

It will look something like this:

- pick paint colour (40 min)
- drive to store buy paint and supplies (90 min)
- tape along trim (60 min)
- cover furniture (20 min)
- paint bedroom (120 min)

If something is going to take more than 3-4 hours consider breaking down the steps involved further. Smaller steps and time blocks are easier to schedule and accomplish for more people.

NEXT, assign each block of time to your calendar.

For the tasks you don't personally want to do but decide **MUST** be done, block out 30 minutes to hire or delegate that out.

SET UP YOUR SYSTEM

Personally, I like to use a digital calendar (currently it is Google Calendar) because I can easily block out my time and even "invite" my husband to time blocks where I will need his involvement.

Do this with your team members or family members on as needed basis for any projects you are working on.

For instance, if I am teaching a class or have clients booked on a Tuesday from 6-9pm, I simple "invite" him to an event I have set up called ERIN WORKING so that he knows I am busy working and he will need to do the bedtime routine with our children.

This alone will eliminate so many tense moments because you will both know what time is free for both of you and what time is spoken for.

CALENDAR YOUR TASKS

Once you are set up the fun can begin. Now you are going to go through your list and block out the hours of time you assigned on your actual calendar.

It is important to follow this method in order so that your self-investment activities comes first and you don't try to fit the important things in the leftover space.

Put each item on the calendar in this order:

1. Self-investment and personal time (including working on big goal)
2. Couple/Family/Friend time
3. Home responsibilities (food plan, cleaning, maintenance)
4. Work time
5. Social and Holy Sh*t time
7. Anything left over

A Word about "Holy Sh*t" time:

As a parent of young kids and a business owner, I like to create 2-4 hours each week of emergency time that I can use if something interrupts my schedule. For instance if my kids get sick then I have already created time I can finish my podcast or coach my clients if I can't do my day as planned

If everything goes according to plan this becomes fun extra time I can do what I want.

FINAL THOUGHTS

This process takes practice.

Expect that there will be many times your calendar tells you its time to workout or make dinner or clean the bathroom and you simply will not feel like doing it.

This is normal. Your brain wants to do the most comfortable, easy thing it can in every moment.

Sticking to your calendar takes effort so just expect that your brain often won't want to do what is planned.

Try this.

IF you don't feel like mowing the lawn when your calendar says it is time to do it, remember that you are fully allowed to skip it, but if you do skip it you aren't going to allow yourself to do anything else within that time slot.

Be disciplined with yourself and don't allow yourself to go sit in front of the TV instead, sit and look at the wall. Give yourself two options. Do the thing you chose to do when you set up the schedule or do NOTHING.

Remember you don't have to be excited about the next thing on your calendar but every time you honour it, it is an act of self-care and self-discipline that will improve your life and help you achieve more and more.

If you need more support to help you get organized, email me:
erin@revitalizyourrelationship.com