

TIME FOR CHANGE

We are all guilty of attempting to fit more into our daily life than there are hours – yet still we invite in MORE. We become 'soo busy' in the act of DOING IT ALL, we are left with little time for enjoying MORE.

Whether you're a SAHMum, Work from Home or are employed outside of the home, the juggle between home/work and family life leaves our schedules stretched at the seams. We become passengers in our own lives, more re-active than pro-active.

These top tips from expert professional organiser Robyn Amott will have you rethinking your approach to how you schedule your daily chores, tasks and life! Giving you back your precious time and sanity, whilst also putting you back into the driver's seat.

In our attempts to fit more into our day – we need to do more. Sucking up our time and energy.

The trick to a well scheduled life is actually in the act of less!

When working with clients I find the first questions they ask are where should this go, and how do I schedule this into my day? Before even addressing these questions we look at what they are allowing in in the first place.

We need to re-assess whether or not it's even relevant to our lives – ask yourself 'does it have a purpose for me?' We take on the less is more approach to daily scheduling, as opposed to finding a way to cram it all in by retraining behavioural patterns.

Avoid multi-tasking: Do you have those days where your just 'so busy' but never actually complete anything? Our ability to efficiently perform a task from start to finish can become impossible, when multi-tasking. Greater productivity is best established when we focus on one task or smaller tasks at a given time.

Unsubscribe: Before even considering your schedule, consider what you need to let go of:

Are you bogged down with stuff that is simply not relevant to you? Take stock and turn off or unsubscribe from anything that doesn't hold a purpose to your life or the task at hand. Consider what you're allowing in or taking on and whether it is of genuine purpose to you/ your family or work. The less we take on, the more time we gain back. Let go and focus on what truly has a purpose. DELETE!!!

Unplug: Switch off from social media, emails or other distractions that suck up your valuable time, preventing you from focusing on the task at hand. Give yourself permission to let go and remove your FOMO.

Learn to say 'NO!' – It's important to understand our limitations.

Establish boundaries on how much you're prepared to take on each day and stick to them. Say 'no' to extra appointments, tasks or invitations. It's important to even say 'no' to yourself. Let go or alter the expectations you have of your environment, on yourself and the expectations you take on or place on others.

Outsource: We can't do it all – so why not outsource some of life's time consuming tasks. Forking out a little \$\$cash is worth the time you gain back.

Home: Cleaner, window cleaner, gardener, pool cleaner, birthday parties, babysitter, grocery shopping, car pool with other families and dare I say hire a professional oOrganiser.

Business: Book keeping, accounting, social media, blogging, events, automate bill payments.

Prioritise: Plan ahead by working backwards: Work backwards from a set task or deadline. Block out small amounts of time leading up to the end goal. Group similar tasks or actions together to assist in your ability to become more habitual with regular tasks without having to put it on a 'to do list'.

Review your week ahead to familiarise yourself and plan. Plan meals weekly so you only shop once.

Simplify: Look at how you can break down the number of steps in a task for greater time efficiency. By simplifying you relieve the pressure/stress and busyness in your life.

Delegate: Do you feel like everything is always left up to you? In life we are essentially all part of a team. Delegate and share the load amongst other family/work members, including the kids. It's part of living in a household and showcases great team building skills and independence.

Allocate: We can't do everything in a day. Allocate separate days of the week for each task.

In order to be present, focused and in the moment, I recommend ticking off small, less time consuming tasks first. This frees us up mentally, avoiding procrastination or

distraction, so we can focus on the bigger picture tasks which require a greater level of our attention.

Be realistic with your 'to do list' based on the amount of time required.

Avoid burnout: Taking time out can provide you with the think time you need to re-focus on your priorities in order to reach your end goal. Focus on the tasks along the way rather than attempting to race towards the finish line. Attempting to cram too much into our day not only impacts on our health but also our ability to be alert, focused and efficient in our lives.

Start from zero: Avoid playing catch-up. If you're struggling to keep up, you don't have time to catch-up.

Complete set tasks (clear the decks) each day and avoid carrying them over to the next. Finish your day as you intend to start it. You'll start each day fresh and focused.

Ultimately, we all choose our 'busy' lifestyle. So stop complaining about how 'busy' you are and start taking action. Give yourself permission to remove the 'busy' from your daily life, giving you more time to enjoy the things you love by doing less.

Let go of any guilt – we all drop the ball from time to time – YOU'RE ONLY HUMAN!

By Robyn Amott
Professional Organiser
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