



## The Top 10 Ways to Have More Time in your Day

If you have tons of ideas and no time to implement them, or always a lot going on and important things don't get done, relax! There's something you can do about it:

Give yourself the Gift of Time.

- 1. Make a commitment to yourself to devote 10 minutes a day to you.** Pick those 10 minutes at your "best" time of day - maybe it's morning, maybe afternoon, maybe before you get up or before you go to bed.

Everyone can find 10 minutes. If you truly can't find 10 minutes, send me an email at [jan@janwallen.com](mailto:jan@janwallen.com) and tell me that you can't find 10 minutes. Put "I can't find 10 minutes" in the Subject line. We'll find 10 minutes together – I promise.

The next part of this is:

- 2. Create a space of your own. A space that's yours.** You don't share it with anyone. And not a multi-purpose room. If you must share, find a way to close the door and let your family know it's "Your time". They can live with 10 minutes of your being by yourself. In fact, in doing this, you're showing them that everyone must have some time to themselves - including them. You set a good example.

Think out-of-the-box here. Your space may be outside, or at a favorite coffee shop or tea shop, or park or . . . ???

Now that you've made the commitment, you'll find things to do to really give yourself that time.

- 3. Buy yourself a notebook or create a note on your smartphone** with Evernote or other notes apps. This is your Time For Me notebook.

Make a list of things you love to do that take 10 minutes. Then make a list of things you love to do that take 30 minutes



What can you do if you only have 10 minutes? List at least 10 things:

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Or 30 minutes?

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**4. If you had all the time in the world, what would you do?** Write it down. Be very specific here, and really think BIG. You're creating your Big Picture view of your life and work.

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**5. Keep your Big Picture Vision in mind.** Take time to design your Big Picture Vision, and review it regularly.



Doing this takes discipline. And the mental shift. Simply *do it!!!*

## 6. Cluster your Time by Category: Laser Focus Time, Flexible Time, Choice Time

Cluster your time in blocks to get a certain type of thing done. Everything changed when I did this for myself.

Block out **Laser Focus Time**, and mark it on my calendar for 2 hours (I find I work best in blocks of 90 minutes. Your time for this may be different. If so, adjust how you set your time.) I don't answer the phone, don't check e-mail, don't make phone calls during this time. In fact, I play inspiring music by Mozart and Haydn because it's been proven that this music increases your concentration and creativity. You can get audios of music to fit the mood you want. I let my brain know that it's **Focus Time**.

There's always more to do. It seems you can't ever do enough, or you're never "finished" when our world moves so fast. I schedule **Flexible Time** for that - again, mark it in your calendar. And give these times the same priority as you do meetings with your clients. This is very important!

During **Flexible Time**, I have a folder of Action Items to be done, so I pick up the folder and get started. Knock one off at a time until the time is up.

I schedule **Choice Time** every week in addition to Laser Focus Time and Flexible Time. Choice Time is a block of time where you choose what to do in that time block. It could be time off to play, read a book, catch up on things you're behind on, spend time with family or friends, or to continue to write your book, do your job search or do client projects. The key is that it's **your** choice.

## 7. Do not work all the time!!! Find a way to put boundaries on your days. Leave work at work. Don't over-schedule yourself.

As salespeople and professionals who continually create and manage new approaches, presentations and solutions, we must have time to ourselves to re-charge and get refreshed. Otherwise we burn out, and cannot be at our best.

Schedule time off - and really take it off. No cell phone, no calendar, no laptop, no iPod unless it's for music, no checking email on your smartphone. It may be a quiet breakfast for yourself, or cup of coffee in the afternoon.

The only exceptions are to use your cell phone only in case of emergency. New ideas and insights come to you when you're away from the daily crush.



- 8. Stop multi-tasking!** Nova did a study to answer the question “Is Multitasking Bad for Us?” (<http://www.pbs.org/wgbh/nova/body/is-multitasking-bad.html>). Here are some of the results:

“High multitaskers were bad at filtering irrelevant information from relevant, something that, one might suppose, a multitasker should be especially good at. High multitaskers also had diminished powers of mental organization and extra difficulty switching between tasks. Only on one measure did the multitaskers do well—sort of. It was a test of what's called "inattention blindness." This was made infamous by an experiment in which people concentrating on players shooting basketballs fail to notice a gorilla-suited man walking through them. Nass's high multitaskers saw the gorilla but lost count of the baskets. . . .”

“Switching tasks also generates pulses of stress hormones, an arousal pattern that likely helped our ancestors during millions of years spent looking for food while avoiding predators but is now triggered by every incoming instant message. There's a risk of stress levels becoming constant and high, which, besides threatening basic health, is known to hurt memory.”

Some of our work and pressures almost require multitasking. Take a new look at your day, and eliminate the tasks and times that you multitask. Start the day with Focus – focus on one thing until you finish it or make significant progress.

- 9. Use the Pomodoro Technique** of time management may help with this (<http://pomodorotechnique.com/>) . I learned about it when an agency flew me to Portland, Oregon to be on a panel to kickoff the Frontier Communications Contest.

One of the other panel members told us how he used it because he found he was thoroughly enjoying what he was doing every morning - creating blog postings. He found he wasn't spending enough time on the high-priority revenue-generating, client activities.

The Pomodoro Technique in brief: Take a kitchen timer (your smartphone will work, too) and set it for 25 minutes. Start on an activity and don't stop until the timer goes off. Then set the timer for 5 minutes and take a complete break for 5 minutes. For example, simple exercises, take an organizational break and organize your desk or computer bag or briefcase, get up to get a glass of water.

After your 5 minute break, set the timer for 25 minutes again. Focus on an activity until the timer goes off. It can be continuing the task you focused on before your break or a new activity. Then take another 5 minute break.



This gives you 25 minutes of pure focus . . . and you'll make progress on your tasks. Working without interruptions makes a tremendous difference.

**10. Give yourself a Big Picture Day (or half day, or at least 2 hours) once a month.** It's the same as a day off, except you think of ideas – B-I-G ideas for your prospects, clients, business and career. Focus on your Vision, your Ideal day and your goals.

Yes, it's hard -- because it's different. Be determined! And stick with it, even if it's hard at first.

A client of mine took her first Big Picture Day a week ago. She said it was hard, too. That she felt guilty about taking time to go to the mountains on a "work day". She trusted the process and did it anyway. What a wonderful day she had! She relaxed, got to know what she really wanted in her work and her life. And got ideas to pursue them. And now real motivation. Her work and her days now have Purpose, direction and calm.

And make this year better than last year – Make it your Best Year Ever!

If you want more time in your day, the Big Picture Worksheet I use with my clients may be helpful. If you want a copy, send an e-mail to me at [jan@janwallen.com](mailto:jan@janwallen.com) and put Big Picture Worksheet in the Subject line. I'll send it right to you.

Dedicated to your success.



Can #Social Selling really increase your sales? It depends. If you know the right things to do, it's a sales accelerator. Otherwise - a time sponge. How do you know the difference? That's exactly what I show you and your sales team.

I'm a regular person (not a millennial; not a 20-something) with corporate sales and sales management expertise. My clients ask for me by name because of that, and because my action- and results-orientation plus practical steps for where to start means salespeople and executives buy into what I advocate and take action. Many experts tell you what you could do or should do to use social media to generate leads, develop your social media platforms, and know the best sites for your social media campaigns. Few are direct and show you exactly what to do. That's my approach. Connect with me and follow me: [LinkedIn](#) -- [Twitter](#)