

# Just Give Me One More Minute!

7 steps to more time and energy

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*Do you feel as if you're racing all day like a hamster on a spinning wheel? At the end of day, are you asking yourself, "What did I really get done today that was meaningful?" Try these seven great tips to take back your time—and enjoy the added bonus of creating more space and energy for yourself.*

**Establish a Rhythm to your Day.** Your energy, not your time, is your most important resource. When do you feel the most energetic and productive during the day? Design the flow of your day to maximize these windows of opportunity. Now give yourself a short break, catch your breath, and move on to the next, focused task.

**Prioritize Your Work.** Untangle the competing demands for your time by looking at the bottom line – the revenue you bring to the business. This is the value you bring to your company and where you need to start in prioritizing your work load.

**Create More Time.** Yes, you can create more time for yourself. Here's how: break the email addiction and stop multi-tasking. (Studies now show that multi-tasking actually wastes time.) Leave work a half-hour early. And think of "chunking" tasks into a concentrated period of time to maximize your performance and results.

**Reduce Two Big Time-Wasters.** Rethink your tendency to want your work to be perfect. Perfectionism can be a big time-waster and often leads to procrastinating on a project, which further wastes time. Continual interruptions are

a second big time-waster and need to be handled with tact and efficiency. Develop a plan that works for you. Let your colleagues know when you are available for them and use this same strategy with responding to email.

**Make More "Space."** What are you tolerating in your surroundings that drains your energy? By de-cluttering your physical environment, you will create psychological space for yourself. It's amazing how that works, but the energy you feel with less clutter in your life is wonderful.

**Leverage Work Relationships.** You can't do it alone. Nurture positive working relationships by being a resource for others and they in turn can be a resource for you.

**Design a Work/Life Synergy.** Create a positive synergy between your personal and professional life. Choose to spend your time on activities that complement each other and that you genuinely enjoy. Look at your daily life as a whole rather than separated into a work box and a life box.

Once you've cleared out more time and energy for yourself, consider any remaining unbalances in your life. And use your newfound resources to create balance – and joy – at work and at home.

*Katherine (Kit) Prendergast, through her company, Career Connections of Sierra Nevada, coaches professionals through dynamic career and life changes.*

