

# CP'S TIME-MANAGEMENT TOP TIPS



## *A Write for your Life guide*

Managing time is all about knowing where you're heading so you can make decisions and prioritise and experience less stress. Having worked in roles where organisation and time-management were non-negotiables, I have learned much and thought I'd share my top tips with you. I haven't recommended anything I've not tried/currently use myself.

As with all things, it's about finding your own way. So, experiment, trust your own process and what works for you - even when it doesn't look like someone else's process. Also, don't be afraid to seek help for deeper patterns that need breaking if you're in constant stress mode. *This is a two-pager so remember to keep scrolling.*

## THE TIPS

### **Work to your strengths**

- Identify your productive times. I'm best in the morning so I make sure I'm doing the 'thinky' stuff then.
- Work out your optimal time per task. For me 1.5 hours is my golden rule for writing, socialising or almost anything else. Use this to guide activity as much as you can.

### **Approaches**

- Start by thinking about the end of the day. Outside things that need doing now, what one thing has to be done before the end of the day? Do that first. What's the next thing? Do that next. Repeat.
- Gamification - make it fun to track/reward yourself for each action taken towards a particular goal.
- Pretend you work in a bank. Hear me out. I was always fascinated watching people in the bank perform tasks. They always put everything back where it belongs during the transaction. I absorbed this and sort of imitate it as much as I can so I don't have lingering things to finish.
- Try doing similar tasks together, e.g., once a week do all your admin.

### **Guides in the series - Creative journaling for:**

Headspace      Wellbeing      Writer's block      Success  
Innovation      Difficult feelings      Happiness      Creating theme  
Difficult situations      Exploring dreams      Time-management  
Time-management tips - two part

**Plus:** Greatest prompts, Where to find prompts and Benefits (plus top tips) of journaling.

*I hope you found this guide useful. For information on creative journaling courses and workshops, contact me, Claire at:*  
Cpsdayoff@gmail.com  
or go to [Clairepearce.uk](http://Clairepearce.uk).

# TIME-MANAGEMENT TOP TIPS



## A Write for your Life guide

### Getting things done that are harder to tackle

- Give yourself a minimum amount of time to focus on less inspiring tasks, you can do anything for 30 minutes, or maybe it needs to be less for you.
- Mark Twain said, "Eat a live toad at the beginning of every day and nothing worse will happen to you for the rest of the day." Do the least desirable task first, it frees up all that anticipatory energy wasted and gives you a great sense of satisfaction first thing.
- Just do it! Literally go through your in-tray and pick up the first thing and do it - without question. If you're really procrastinating, this can get your energy going.

### Mindset matters

- "If you're not on your agenda, you'll be on someone else's" – be clear about what you want and be prepared to ask for it. If you don't know, take the time to explore.
- Learn how to say 'no' – literally practice, even if that means practicing a pause when someone asks you something.
- If you're prone to it, book in 'Worry' time. Literally block out time in your diary.

### Set yourself up for success

- Avoid overwhelm by breaking big stuff into smaller stuff - tackle one part at a time.
- Don't put anything on a 'to do' list that isn't time sensitive (it will just keep not getting done, drain your energy and demoralise you beyond repair). **This is my no.1 tip.**
- Don't open emails if you don't have time to act. It clogs up your mental in-box.
- Put your phone in a drawer during 'activity' time. You can do it, I promise.
- Always, always allow buffer time for projects/tasks - it's the same as DIY, you never know what you're going to run in to once you get started.

### When it all gets too much

- If you're feeling a bit overwhelmed:
  - Do a quick mind-map and get it all out and grouped so you can see everything with a bit of a distance.
  - Take a walk, even if it's just up and down the street, moving your energy will always help.
  - Do a quick bit of journaling - even if it's for one minute, this will also move energy and give you some perspective. See other guides in the series.
  - Remember to breathe!

### Guides in the series - Creative journaling for:

Headspace      Wellbeing      Writer's block      Success  
Innovation      Difficult feelings      Happiness      Creating theme  
Difficult situations      Exploring dreams      Time-management  
Time-management tips - two part

**Plus:** Greatest prompts, Where to find prompts and Benefits (plus top tips) of journaling.

*I hope you found this guide useful. For information on creative journaling courses and workshops, contact me, Claire at:*  
[Cpsdayoff@gmail.com](mailto:Cpsdayoff@gmail.com)  
or go to [Clairepearce.uk](http://Clairepearce.uk).