

Some time management techniques to help you move towards the life you want 😊

Pomodoro Technique

Work on a task for 25 minutes (set a timer) and then take a short break before focusing on your task or the next task for 25 minutes.

GRAP Attack

GRAP (from Robyn Moore) stands for:

- Cynicism
- Resignation
- Anger
- Procrastination

When you are having a GRAP attack give yourself a set amount of time to feel the feelings and then move on to something else that moves you towards your goal.

18 minutes a day

Spend 5 minutes at the start of the day deciding what you need to do.

Each hour spend one minute reflecting on if you have been meeting your intentions or not.

At the end of the day spend 5 minutes reflecting on your accomplishments

(make sure that you take breaks during the day and set intentions that are well rounded)

Avoid multi-tasking

We are so much more effective with our time and energy if we focus on one thing at a time. It also reduces stress and gives your brain a break.

This is part of living mindfully, giving our attention and focus to what we are doing right now.

Make space for you on your daily to-do list

It's so easy to get caught up in the things we need to do, or think we have to do, that we forget to add ourselves to the list.

Prioritising self-care is not selfish. Self-care enables us to have the energy to care for others. Self-care means sometimes making time and giving energy to doing things like exercising, eating well, getting enough sleep, saving money, decluttering your space, following your passions

Have an affair with your hobby

If there is something that you love doing but you lack time then grab a few minutes when you can and allow yourself to be completely absorbed if only for a short while before you move onto the tasks that you have to do.

Treat your hobby time like a special treat- enjoy it as much as you possibly can.

Web: <https://www.meggallagher.nz/>

Follow me on FB: <https://www.facebook.com/MegGallagher.IgniteYourSpark>