

Wellness

Be well with Woman's Day

YOUR ULTIMATE GUIDE TO BEING THE BEST YOU



Plan your day out wisely from when you wake up to when you hit the hay!



The 1 Day Rule
by Donna McGee
(John Wiley)
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THE 2-HOUR TIME TRICK

Find more time for yourself with this genius hack for making the most of your

Do you ever find yourself at the end of the day wondering where all those hours went? It's a common problem for many of us, but there are strategies that you can develop to stop wasting our most precious commodity - time! Productivity expert Donna McGeorge reveals how to set yourself up for success...

Traditional approaches to time management involve prioritising, planning, creating to-do lists and ticking off goals. Yet, despite all of this, if I were to ask you, 'How's work?', your response likely would be, 'Busy!' And along with busy, you would be feeling tired. They usually go hand in hand.

It's time to think differently about how we do time management. Here are the

top five things you can do to overcome overwhelm, take back control and focus on what's important.

1 Manage time like you manage money

When we are truly managing our time, we are thinking about it as a valuable resource that we want to get the best return on. Like money, once time is gone, we are unable to get it back. Unlike money, we can't save it or store it, so we have to make the best use of every minute of the day.

Some people earn very little money and still manage to do a lot with it, and others who make a lot often don't have much to show for it. It's the same with time, except we all have the same amount of time. And some

people seem to be able to achieve a lot more than others.

2 Identify your best time

Answer the following questions honestly:

- Is there a time of day when you feel the most alert and energetic?
- Is there a time of day when you feel foggy and tired?
- Which of these two times, therefore, would you consider the most valuable?

If you consider your alert and energetic time to be twice as valuable as your foggy and tired time, doesn't it make sense that you would be more discerning about what and who you give that time to?

Think of your time like real estate from now on. Beachfront

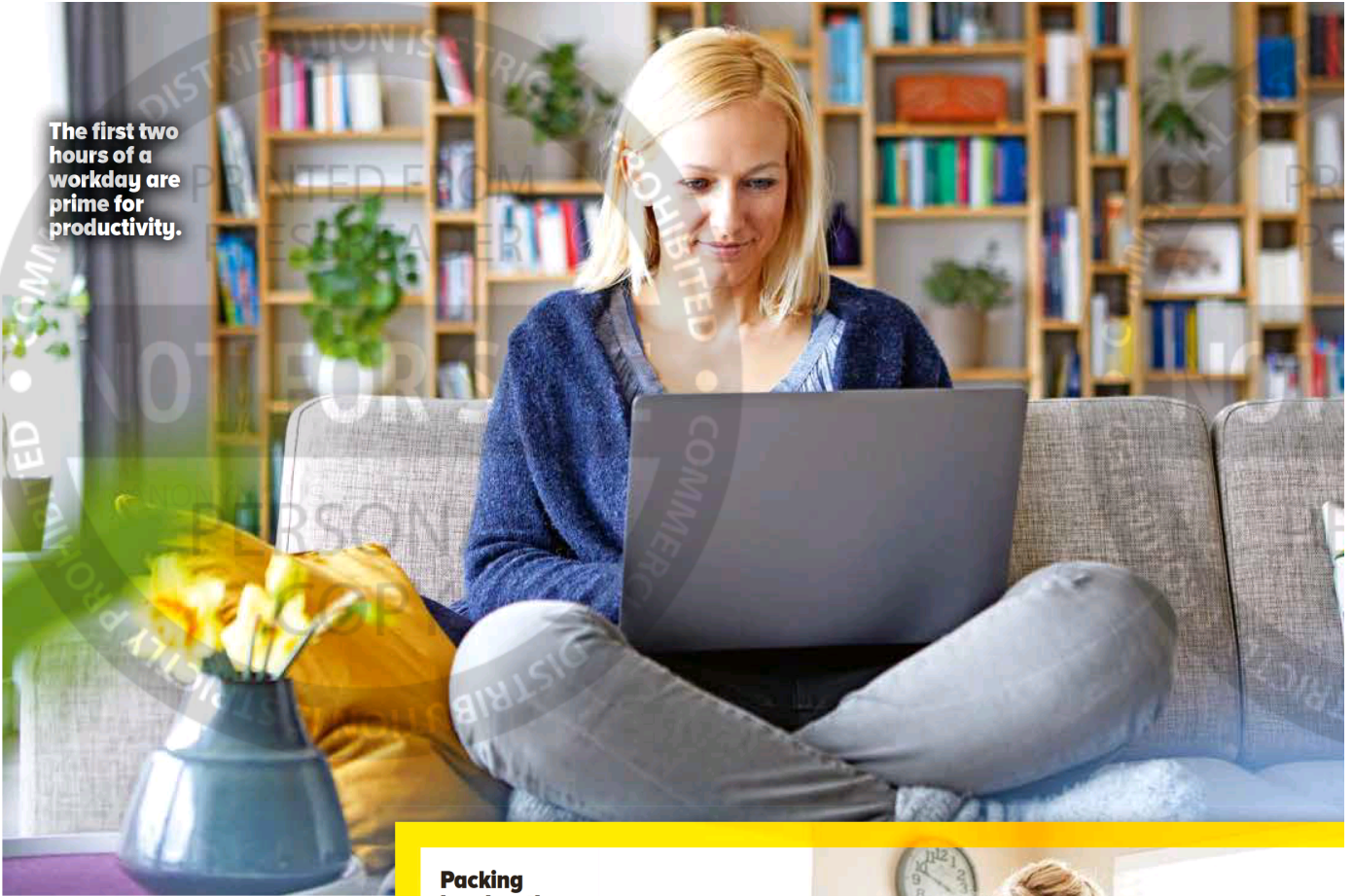
properties with a water view are generally of higher value. Apartments in Hong Kong are valued differently from those in Manila. Even in a game of Monopoly we have properties that cost more and give you a greater return than others.

3 Design your best day

Designing your day better means figuring out what to be done that day but it goes beyond to-do lists. Rather than writing down and working through a long list of tasks, you should run our tasks through filters of intensity and importance.

Intensity is the amount of brainpower a task will require. Does it need deep thought, concentration and focus (high intensity)? Or can you do

The first two hours of a workday are prime for productivity.



with a blindfold on and one hand behind your back (low intensity)?

Impact is the return you will get on the time and energy you spend. If a task will have a high impact or return, it should be prioritised more highly than something that has low impact.

To be clear, your first priority will be the impact on you and your personal work, then impact on the team and then impact on the organisation.

4 Protect the first two hours of your work day

Scheduling high-intensity and high-impact work for the first two working hours is the first step to truly managing your time. Not only are the first two hours likely to be our optimal time for getting stuff done, it's also the time where we can set ourselves up for success.

It's the time of the day when we can be proactive by choosing what we need to do and taking control. It's the time for you to work on the things that will give

Packing lunches the night before is one way to get ahead.



you the greatest return on your energy-input investment.

The first two hours is when we have the greatest levels of alertness and mental capacity, so we need to make the most of it on the most difficult jobs or the things that require great attention. Protect this time vigorously! Block it in your diary so you have greater control as to how it is used.

5 Do things your future self will thank you for

Think about things you could do today that will make the first two hours of tomorrow better. For example:

- Meal preparation
- Getting the kids' school gear organised

- Planning what you will work on tomorrow
- Booking a meeting with yourself so you know you'll have at least one hour of peace

It's always the simple things done consistently, over time that have the greatest impact. Protecting your first two hours daily for your most important things will move your active horizon from behind you to in front of you.