



**34
Time
Abundance
Tips**

Thea Westra

Time Abundance

By Thea Westra

(with contributions by Christopher Westra)

A free ebook gift from
Thea at Forward Steps
www.forwardstepsblog.com

1. Nothing On Your Mind

A sense of overwhelm usually envelopes you when you have your head full of thoughts, ideas and things to do. It grows into a monster that appears much too large to handle.

Make a list of everything that you know you need to do. Write each as a specific task. Next to each item write its end date for completion (deadline) and approximately how long you think the specific task will take.

Once you have that list, add another 25%-30% to the anticipated total time for each job. Then get to work on your schedule/calendar. Remember that not all the tasks of your list need to be entered and completed this week. Enter them in the best dates relative to their respective deadlines, leaving a little time buffer between attending to the task and its deadline. This allows for any surprises and interruptions.

Enter each task into your schedule as if it were an appointment with yourself. Then keep these appointments and simply do as your schedule tell you.

There may be times when you find it necessary to shuffle and manoeuvre these task appointments that you have set into specific time slots on the calendar. This is no problem, however I highly recommend that any changes be kept within the specific week that you had for your original 'appointment'.

Once you have all your current jobs set into specific times on your calendar, you can then make it a habit to always enter any task immediately into your schedule and into a specific time slot.

If someone makes a request of you, or you promise to do something for yourself or another, put it straight into your calendar at a time that you know will work for you to complete that task.

When you make a habit of putting everything into your calendar in the moment of promising to do something, you'll feel very much lighter on your feet as you move through your days. You can be 100% present when attending to that task because you know that during that time slot you are where you're meant to be and doing what you're meant to be doing. You're then also assured that every other important job is attended to because they're recorded somewhere in your schedule.

Nothing needs to be carried and stored in your mind. You then won't grow those little gremlins that tell you, you have far too much to do. This strategy provides you with a sense of control and freedom.

"Once you have all your current jobs set into specific times on your calendar, you can then make it a habit to always enter any task immediately into your schedule and into a specific time slot."

2. Set Personal Deadlines

Have you ever noticed how little you get accomplished when on holidays? Then, when you have a full schedule with seemingly mountains of work to do, you become this efficiency machine!

Knowing that you have a limited time in which to accomplish a project helps your subconscious to come up with creative ideas to save time on that task. You're also much more focused on the task(s) at hand and not so much fussed with the peripherals.

Get yourself a timer from the cookware section in a large department store. When you get to work on specific tasks, determine how much time you will be spending on the task and set the timer, then get to work.

I have found that operating this way is like a little game of "beat-the-clock" with yourself and therefore makes your jobs more fun too. I'm using this very strategy in writing these articles. I can write two articles in a time frame of one hour, the game is to now write three articles in that time!

I do a similar thing with large projects such as clearing my wardrobe or cleaning up emails. For my larger jobs I often determine to spend 10 minutes daily on a particular large job, setting the timer each day and competing with myself on how much of that large project I can complete in that day's 10 minute time slot.

Divide your home into segments and each day attend to a 15 minute clean up for that area e.g. the 15 minute bathroom clean, 15 minute lounge room clean, 15 minute kitchen tidy, 15 minute garden sweep, 15 minute car tidy, 15 minute bedroom clean.

Have fun with the timer and see how many creative ways you can make use of it. You'll go to work in a brighter mood knowing that you have at least made a start on some large

project and can begin to see some light of day with the completion of these tasks.

“Knowing that you have a limited time in which to accomplish a project helps your subconscious to come up with creative ideas to save time on that

3. Budget Your Time

See time in a similar view to how you see and relate to money. There is in fact an abundance of time to accomplish anything that you wish to accomplish.

What many of us fail to do is budget our time in a similar way that we might budget our money.

Let's say that you receive 1,440 dollars each day for the rest of your life and you know that you will receive no more and no less than that, every single day. Now let's say that you have a grand dream for leaving a legacy so that this money provides for something that continues way beyond your lifetime and is a real gift to children's children and beyond. Do you think that you would have a plan for how that money is distributed each day that you receive it? Or would you simply fritter it away on perishables and novelties each day, knowing that there's another 1,440 dollars on its way the next day anyhow?

The same scenario can be played out in relationship to time. You receive the gift of 1,440 minutes every single day. Do you have a plan for how these are distributed and made use of each day? Or do you allow many of these to be frittered away because you know that there are another 1,440 minutes on its way tomorrow?

There are many of us who believe that a schedule is a bit like a prison yet have never actually, truly experienced creating a schedule and then living the freedom that this tool provides.

Try it out for one week. This Sunday, create a plan for how each moment of next week will be spent. Attend to each possible area of your life and make sure that these are included in your schedule:

Relationships - (incl. friends, family, partner, colleagues, clients, acquaintances, global/local)

Finance - (incl. work, career, income, investments, tithing etc.)

Leisure - (incl. pleasure, social, fun, relaxation, own space)

Body - (incl. health, fitness, diet, sex, grooming, clothing etc.)

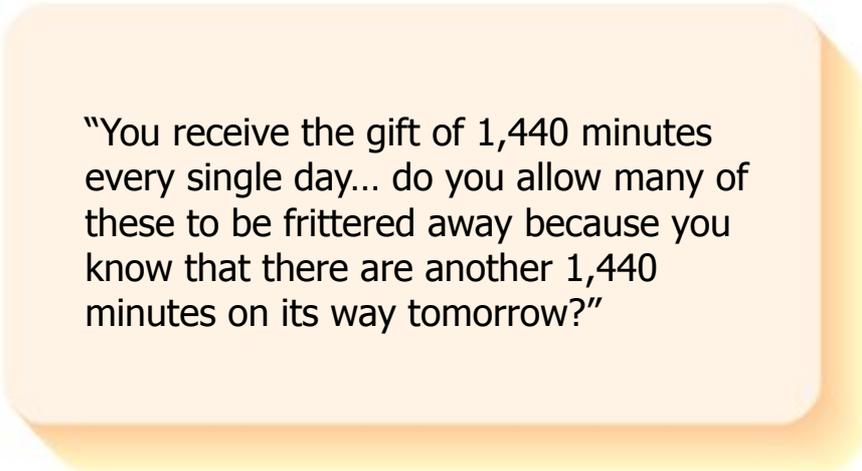
Mind - (incl. reading, learning, knowledge, conversations, ideas, creativity)

Spirit - (incl. meditation, thoughts, growth, expansion, peace, contribution, self-expression)

Environment - (incl. home, work space, garden, inspiration, displays)

Or go to the forwardsteps.com.au website and click on the button labeled "Balance", under heading "Coaching Tools". This sphere has life divided up into a possible 12 segments.

Once you have experienced budgeting your 1,440 minutes each day like this, you will become more clear about those activities to which you have a commitment and those activities in your life that you may want to reduce. You may be surprised when you discover that budgeting your time actually gives freedom and is less like a prison than simply allowing time to be spent on reacting to whatever is coming at you.



"You receive the gift of 1,440 minutes every single day... do you allow many of these to be frittered away because you know that there are another 1,440 minutes on its way tomorrow?"

4. Laser Focus

One of my favourite quotes about time is...

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein"

- H. Jackson Brown, Jr. -

So how is it that these individuals accomplished such great things in their lives with the same amount of time that you have available to you?

They had focus. Their focus was a grand vision of what they wanted to create. They did not always know, nor were always clear, on the specifics of their journey to the end result. Sometimes they simply had an idea without any clue as to how they might accomplish that outcome. They began working on their dream and shared about their dream with others and then remained focused on that dream by taking action(s) every day.

Do you have a larger vision of the gift you want to provide the world with your life? It won't come at you in a flash of a lightning bolt. Such a grand vision needs to be declared by you and then you need to commit and continue taking daily action toward its accomplishment. You are the one responsible for generating the passion for your project and this is accomplished by sharing it with others at every opportunity and by visualizing the desired end result on a daily basis, getting it more clear over time.

When you set aside time every day toward the accomplishment of your vision and take deliberate actions toward its end, you will find that surprising things begin to manifest.

This leads me to another favourite quote, and you may want to read this one several times till it truly sinks in...

"Until one is committed there is hesitancy, the chance to draw back, always ineffective. Concerning all acts of initiative there is one elementary truth, the ignorance of which kills countless ideas and endless plans. That the moment one definitely commits oneself then providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issue from the decision, raising in one's favour all manner of unforeseen incidents and meetings, and material assistance which no man could have dreamed would come his way. Whatever you can do, or dream you can, begin it. Boldness has genius power and magic in it. Begin it now"

– Goethe -

"When you set aside time every day toward the accomplishment of your vision and take deliberate actions toward its end, you will find that surprising things begin to manifest."

5. Increased Energy

When you're feeling sluggish and low on energy, it's time to look at your daily habits with regard your state of health. The following are a few areas you can check on, beginning today.

Are you drinking enough water? It's well known that dehydration is a major reason that most of us feel tired. If you are thirsty then you're usually already dehydrated. When you have enough water you'll experience greater clarity of mind and a better temperament plus raised energy levels.

Search Google for "dehydration" to read more about this common failure of many of us to hydrate our bodies.

How about the number of hours sleep that you get each day? Are these enough hours and are they restful sleeping hours? For this too you could do a Google search under the title "sleep deprivation".

You might be amazed at the difference that good sleep makes to your daily effectiveness. Different regions of the brain rest during different stages of the sleep cycle, therefore sleep cannot be cut short.

What you include or leave out of your daily food intake is another area to explore and adjust if you find yourself in a state of overwhelm or low energy.

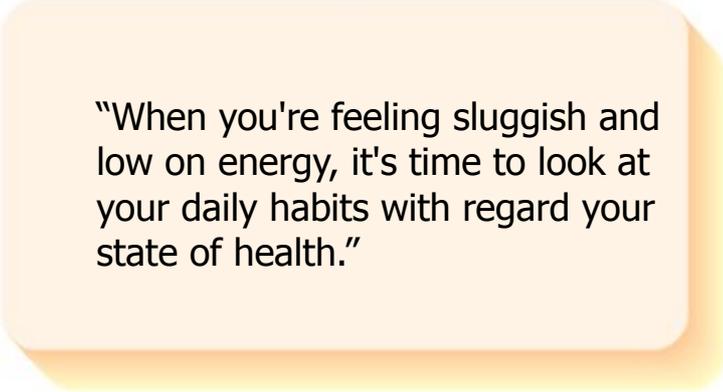
In the Harmony Earth Diet 30 Day Energy Diet you will learn how to identify what foods your body really needs.

How much movement and extension do you give your limbs? Movement and stretches are essential to a fine-tuned body that is ready and willing for action.

In our faster paced yet computerized work environments, it is necessary to include regular exercise of varying kinds. As the old saying goes, "If you don't use it, you'll lose it!"

I'm sure that you're aware of the various areas of health care that you could address in relationship to your life-style and body.

Start by finding way to increase your physical energy levels, if everything in your life is not quite working as well for you as you'd like and if your efficiency with your use of time has declined.



“When you're feeling sluggish and low on energy, it's time to look at your daily habits with regard your state of health.”

6. Put Systems In Place

I love my quotations and here is another to start this topic...

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

- Abraham Lincoln -

I find that having particular structures set up ahead of time saves me a great deal of time during the process of the activities themselves.

For example, before I start any online or computer project, I spend time to create files and folders to support the activities on which I'll be spending my time. There may be Excel lists required and folders to store resources, work in progress or completed items.

I have good filing systems for hard copy items also. All tax receipts are dropped into a file when I come home from an event. Any bills that I've paid are immediately filed in the filing cabinet next to my desk.

Naturally, these structures needed to be created and set up ahead of time so they're ready to use. Documents only need to be saved for 5 years so each year I go through and eliminate non-essential documents from 6 years ago to make room for the following year.

When I'm about to clean the house, I first prepare all the tools and materials I'll need and then clear the spaces for easy movement through the house during cleaning.

I remove items that'll get in the way such as towels hanging in the bathroom, bedding is stripped for the beds and washed or hung out, cushions are removed from seating etc.

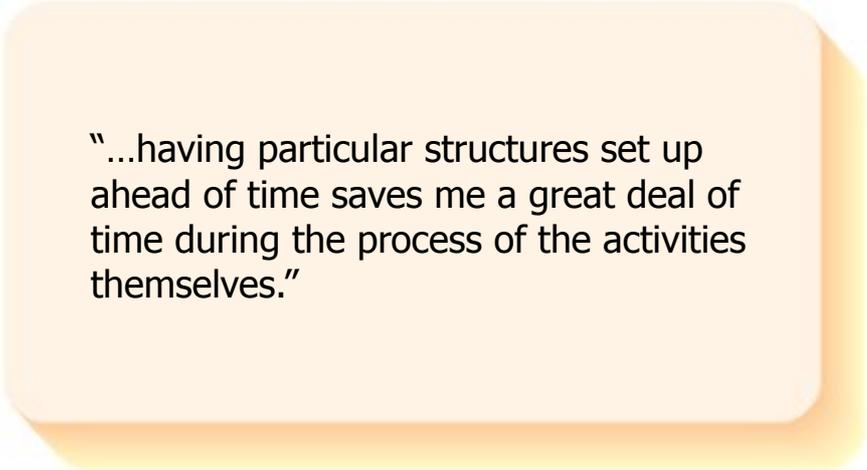
If doing a sewing job, I'll take all items of clothing that may need buttons or hems repaired so that all sewing tasks are completed while I have the sewing box out on the table.

Store things around the house in a way that they are easily accessible and close to the areas they're most needed. For example, when the toilet roll needs replacing do you need to walk the length of the house to a cupboard with the rolls or are they stored in a cupboard within a few steps of the lavatory.

Each of the above are only a few very basic and simple examples.

You can go online to visit sites about organizing your spaces to find many ideas for all kinds of scenarios.

This chapter is purely to provide the catalyst for getting you thinking about how and why you might set up your organizing systems.



"...having particular structures set up ahead of time saves me a great deal of time during the process of the activities themselves."

7. Multi-task At Every Opportunity

Who said that multi-tasking is only for women? There are many ways in which all of us can double up, or chunk, particular activities to make more effective use of our time.

How many hours do you spend in the car? That is a perfect opportunity to listen to any audios you have wanted to hear and left aside due to time restraints.

Keep a notepad and pencil handy so that you can do some brainstorming or list-making activities at traffic light stops.

After washing dishes, use the water wisely and clean the stovetop and kitchen bench as part of the routine.

What else do you see around you that could do with a wipe? Keep cleaning gear in the shower recess and clean the shower while you're in there.

Got an appointment at the hairdresser, dentist, doctor or car mechanic?

Make sure to bring a book that you want to read or a notepad for recording ideas.

Multi-tasking activities do need to be congruent i.e. corresponding in character or kind.

It has been proven that when tasks are too dissimilar or overly complicated that the "task-switching" that occurs in the brain can actually cost you time.

For example, trying to hold a conversation on the telephone whilst writing an email at the same time will impede your progress and effectiveness of both these activities.

Consider too the health issues related to some of your multi-tasking.

An example of one that in today's society is seen as normal, is viewing television while eating meals.

With that mixture, do you really get the full benefit of your meal and are you savoring your food?

If you still feel hungry late in the evenings, perhaps having your meals in a more relaxed way could have a positive impact on this.

“There are many ways in which all of us can double up, or chunk, particular activities to make more effective use of our time.”

8. Relaxing Nature Breaks

We all say we want more time, but we really want more life. We all want more pleasure, more enjoyment, and more fun. We want more connection to people and to this beautiful planet we live on.

One life enhancing ritual you can start is to take relaxing nature breaks. My extended nature breaks involve mountain running. I ran up my favorite mountain trail yesterday and reveled in the sense of connection and oneness. The fall leaves crunching under my feet and the smell of the pines truly fulfilled my soul.

I can't go mountain running every day, but I can go outside and touch the soil, and I can look toward the sunshine, and smell the flowers. You too can choose to take a few minutes each day for sunrises and sunsets, and for clouds and for stars.

Yes, our modern lights and comfortable homes are wonderful, yet these "advances" also tend to separate us from the natural world. Get the best of both worlds by taking regular nature breaks. Breathe deep, feel the grass on your feet, and increase your awareness and enjoyment of the natural world.

I've done lots of traveling, and even in the middle of a city you can find the beauties of nature if you look. Improve the energies of your own home and working environment with houseplants, nature pictures, stone and woodwork, and simply with your own imagination.

Long nature retreats and hour-long walks provide nourishment to the spirit, so take these when you can. But also find a way to connect to nature every day with short relaxing nature breaks.

“You too can choose to take a few minutes each day for sunrises and sunsets, and for clouds and for stars.”

9. Short Workout Breaks

We all know the benefits of working out, but sometimes we think we must spend an hour or more. Most of us simply don't want to give that much time.

You can choose to use short workout breaks for vitality, blood flow, and increased awareness, especially if you work at a "desk job" like so many people. I am truly amazed at how much rejuvenation I receive from my short workouts. Here is how I use short workouts in my daily routine.

About every hour and a half, I get up and go through the following quick exercises.

1. Hang upside down for a few minutes from my chin up bar, stretching and twisting.
2. Stand on my hands.
3. Perform various stretches and twists and "yoga" on the floor.
4. Stretch the thighs by putting my head to my knees while seated on the floor.
5. Jump on the mini-trampoline for a few minutes, doing various techniques.
6. Perform some leg raises in various directions for flexibility.

The whole sequence takes about ten to 15 minutes, and I let my brain "relax" while I breathe deep and work out my body. Then I'm ready to work for another hour and a half! You don't have to change into "workout" clothes, and you don't even need to sweat.

You can fit a chin up bar and a mini-trampoline almost anywhere, but if you don't have these just find some way to move your body in an active way. Your mind will clear, and you will find that your tasks go smoother. Even your relationships improve when you are feeling better physically.

When you start to feel sluggish, then get up for that short refreshing workout break!

“You can choose to use short workout breaks for vitality, blood flow, and increased awareness, especially if you work at a “desk job” like so many people.”

10. Eat Simple Meals

You can really save so much time, and feel better physically, by eating simple meals. For more information see my book on the Harmony Earth Diet which gives you ten secrets for harmonizing your body with the earth.

Some quick hints from the book are:

1. Follow the 5/5/5 rule by eating meals that contain fewer than five ingredients, take less than 5 minutes to eat, and cost less than five dollars.
2. Only eat when you are hungry. I know this isn't really popular, but you will like it once you try it. Food tastes so much better when you are hungry.
3. Eat what you really want. Yes, this is popular. What you want is what your body needs. In the Harmony Earth Diet 30 Day Energy Diet you will learn how to identify what foods your body really needs.
4. Try eating one food at a time. You don't have to do this all the time, but just experiment. Try eating just a piece of fruit, or just an egg, or just an avocado. Taste each food and get a "feel" for how foods are nourishing your body.

Over the course of time you can literally save hundreds of hours and hundreds of dollars by simplifying your diet and eating more like your ancestors did. Exactly what our ancestors ate is of course a matter of much debate, but most researchers agree that they ate a simpler diet of natural, unrefined foods. Enhance your energy and vitality. Take the 30-Day Challenge and find out how to do this for yourself, by eating simple meals.

“Over the course of time you can literally save hundreds of hours and hundreds of dollars by simplifying your diet and eating more like your ancestors did.”

11. In The Moment

Being "in the now" is something that may take some practise. It requires living with awareness and not running on 'automatic'.

If you can really "be with" whatever is in front of you in the moment, and "live each moment" without "being" somewhere else then I know for certain that you will move through your days more gracefully and in less of a flurry.

Segment your workday and be focused on one project at any one time. Within a logical system, store any information/data related to projects and tasks so that none will be lost in the ether! You can then retrieve all necessary pieces of information for a project in the moment that you decide to go to work on it because you have everything you need in one handy location.

Simply because something passes before your eyes does not mean, that it needs to be paid attention in that minute. For example when working on your computer and an email with information related to a task comes in, drag and drop the information into a storage folder, ready for when you are scheduled to work on that project.

The key to staying in the moment with tasks is your storage systems for all projects. Spend a lot of time on setting up systems and you'll find it much less challenging to be "in the now" when it comes to scheduled hours for working on particular segments of a project.

"If you can really "be with" whatever is in front of you in the moment, and "live each moment" without "being" somewhere else then I know for certain that you will move through your days more gracefully..."

12. Use Holographic Meditation

Most of keep so busy “doing things” and we never take time to focus on the end results we really want. You can increase your own productivity and efficiency by taking regular time for holographic meditation.

How does holographic meditation differ from regular meditation? Well, it may not, depending on whether you incorporate these elements.

1. Holographic meditation is done in the present, and not the future.
2. You “live” the experience as if it is happening now, not just “picture” it.
3. Your holographic image continues to exist as an independent entity.
4. Holographic meditation works in multiple dimensions and not just two or three.
5. The focus of meditation is creation in the inner world, and not the physical world.
6. You use powerful emotions during meditation and not just detailed images.
7. You start your meditation from a position of gratitude, and not from a lack mentality.
8. You hold a perfect expectation of fulfillment, called hope, and harbor no doubts.
9. The meditation is done in a welcoming, accepting way, not from grasping or needing.
10. Holographic meditation always leads to focus, fulfillment, and contentment.

Holographic meditation can take five to twenty minutes and is a specialized form of mediation that uses spiritual pre-creation of reality. You can use this to manifest things, events, and situations that you desire.

For more information on the ten ideas above, and holographic visualization in general, sign up for my I Create Reality newsletter. On the first day you sign up, you will receive a free book on the Manifesting Mindset, and a guided

money meditation (MP3) audio that my customers really love.

"Holographic meditation can take five to twenty minutes and is a specialized form of mediation that uses spiritual pre-creation of reality. You can use this to manifest things, events, and situations that you desire."

13. Deal With It

Break the habit of putting things aside in the “later” category or collecting items in a shed, closet, drawer or shelf. When something crosses your path, have systems and storage options to deal with them then and there. The following are a few examples:

Have ready places to store information. When you receive a new telephone number or email address, put it directly in your address book.

Know where everything has a place in your home. You get a new photo sent to you. Put it directly in an album, frame or pin-up board.

Receipts and bills for tax time. Have a filing system that works and file these items immediately that they’ve been dealt with.

Have a single capture tool for ideas. If you get an idea or see something on which you may want to follow up, have a booklet or computer file that’s solely for recording these then have a scheduled time in your calendar for perusing these items.

Have a white-board or ready-to-go list in your kitchen where household members can record items as they run out or that need to be bought on your next shopping trip. Everyone will soon get the idea that if it’s not on the list then they miss out on that item for the week.

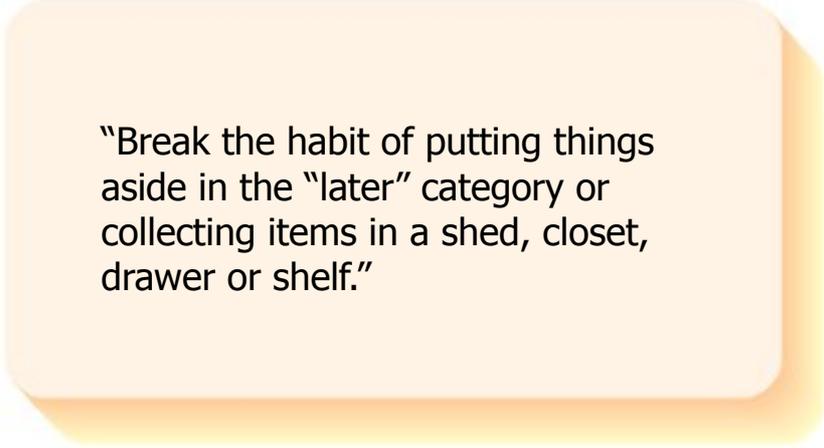
Old equipment that no longer works or needs throwing out such as printers, pens, old cups etc. need to have a decision made on them immediately. Avoid storing these with the thought of “just in case” and get rid of them immediately.

Have a rubbish bin in every room of the home so that items that need purging are not left lying around in that room for “later on”. Regularly empty these bins as part of household chores.

Do you have books that you know you'll never refer to again or read again? Put them in a box and gift them to the local book exchange of second-hand books. You'll now have room for some brand new titles.

Do similar with the clothing and shoes in your wardrobes.

All of the above listed are simple ideas to get you started. I think you get the idea. There are many online sites that have 100's more ideas and tips. Check them out and take a few new habits on board this week.



"Break the habit of putting things aside in the "later" category or collecting items in a shed, closet, drawer or shelf."

14. Beliefs About Time

It might be useful to remember that our calendars and clocks are man-made; therefore these can also be man-unmade!

The fact is, our globe moves around the sun and tilts on its axis to give us light or dark moments, depending where we are on the globe.

When the clock on your wall says 10:00AM and you have something due to be presented to another person at 11:00AM you may feel less relaxed about the activity and produce a lower quality product than if you believed you had an abundance of time and only focused on the task.

Believing the latter, and focusing on producing a good quality product may even find you finishing the task ahead of time and find yourself pleased with the end product.

How often do you use "time" as the excuse for an inferior product or use time as the excuse for not being able to think clearly because you are hurried?
Is that honestly a valid excuse or simply a handy one?

Whenever you are feeling overwhelmed or rushed, check in on your perception and experience of 'reality'.

Who has put the pressure on you? What are you thinking that has put you in that state? What new 'rules' about time could you take on board to change your current experience of reality?

Many of us readily accept the belief that when we are having fun, time flies, and when we're involved in an un-enjoyable activity, time seems to drag. Yet the Earth does not suddenly rotate around the Sun at a faster rate during those moments.

Where does that time perception originate and what does that tell us about our interpretations and made-up rules about time?

Work on ways to shift your relationship to time and creating new thoughts that empower the ways that you view your experiences by setting a new set of rules and changing your perceptions and feelings about what is happening in the moment.

“What new ‘rules’ about time could you take on board to change your current experience of reality?”

15. Twenty bonus Time Abundance quick-tips

1. Learn by observing busy people and their short-cuts
2. Get feasible with what you say you want to accomplish in a day, week, month or year
3. Perfection and procrastination might be sourced in fear
4. Place buffers between scheduled items in your calendar, to allow for interruptions or unexpected events
5. Set up basic routines and habits for those events/activities that you can easily pre-empt
6. Learn to say no or place buffers between a request and your response e.g. I'll let you know this afternoon
7. Read up about the Pareto principle (80/20 rule)
8. Set up 'capture tools' for information that regularly comes in to you
9. Set up 'templates' for information that you regularly send
10. Learn to make decisions more quickly and with greater certainty
11. Make a game out of any activity that you can (you don't need to share the game)
12. Set specific times for attending to emails and avoid sneaking a peek in between times
13. Plan goals from the end, going backwards to beginning
14. Make more requests of others and delegate or outsource
15. Know your most productive hours and times, plan to make use of those
16. Regularly backup all information and maintain all tools
17. Have everything that you access regularly, at your fingertips
18. Review your weeks, days, months, years and learn
19. Allow your subconscious to go to work for you overnight, get good quality rest
20. Share your goals with friends so that they can hold you to account

“Making and keeping promises to ourselves precedes making and keeping promises to others.”

- Stephen Covey -



The End



A free ebook gift from
Thea at Forward Steps
www.forwardstepsblog.com



Thea