



EXTRA LEARNING
HOW TO HAVE
MORE TIME

Laura
CARROCCI

HOW TO HAVE MORE TIME

You can create the life you desire.

Yes, all of it!

But this does not happen by magic.

Do you want your life to require something of you? If your answer is yes, then you are in the right place!

Let me help you create more space in your day.

Let me help you design the life you truly desire, the life you were born to live.

YOU ARE WHAT YOU REPEATEDLY DO.

You have the power to change your life – but that requires action – it requires you to get intentional about what you give your time, attention and energy to.

W E L C O M E !

I am so glad you are here and that I have this opportunity to share with you my tools and strategies for creating more time. Now I do know that there are only 24 hours in the day and that I cannot change that! What this guide will give you is a way to change how you FEEL about time. Your experience of it. If you are someone who is feeling overwhelmed, rushed, lost in the to-do-list, this guide can change your experience of time, if you are prepared to do the work and action it in your life.

You may already be a student of my work and if so this is an opportunity for you to refresh and renew your understanding of the fundamentals of my coaching practice.

Or you may be totally new to my work, in which case, welcome welcome welcome! I truly hope you find this information useful in your life and a good introduction to my work.

W H E R E A R E Y O U N O W ?

Looking back over the last 24 hours what have you spent your time on.

List everything and note down exactly how much time you spent on each activity.

Consider what time you spent on;

*Sleeping
Working
Commuting
Watching TV
Resting
Shopping
Drinking
Eating
Grooming
Caring for others
Housework
Being tired and exhausted
Worrying
Rushing
Present with family and friends
Multitasking
Studying and learning
Reading
Being outdoors
Exercising
On social media*

Now looking back on the last 24 hours consider.

Am I living a balanced life?

What is missing?

If I was to look back on this week as a representation of my life would I be proud of what I did? What I created? The contribution I made?

WHAT I KNOW.

Is that I don't have all the answers.

But I am is a lifelong learner.

I am someone who has been forever fascinated with human potential and possibility.

I am an avid reader, student and practitioner of coaching for wellbeing and optimal performance.

What I teach is what has worked for me, my clients and my students.

What I teach is actionable strategies for your life that I know have the power to make you feel think better, feel better and get better results in your life.

This guide gives you tools and strategies to start to get more out of your life.

These strategies have worked for me and for my clients.

They can make a tremendous difference to how you feel about your life, to your sense of fulfilment and joy.

When we get intentional about how we are living, everything changes, in a good way!

HOW TO HAVE MORE TIME. WELL, AT LEAST FEEL LIKE YOU DO!

I spent over a decade of my life trying to be someone who didn't sleep much at all. Trying to survive on 4-5 hours per night.

It didn't work.

I am, like the vast majority of the human adult population, someone who needs consistently 7-8 hours of sleep every night if I want to perform at my best in all areas of my life consistently. Sure, I can go a few days on little sleep, or pull out the game face for a few hours with a client only to crash in energy levels as soon as I get off the 'stage' and into my home, but that I discovered was no way to live.

Trying to cheat our bodies of sleep, looking for ways to sleep less and perform more, is not what this guide is about. You no doubt know how these hacks turn out. You get the caffeine high and crash an hour later, you perform well at work but get home emotionally sensitive and physically exhausted, you put your game face on but then get I the car and feel like you could fall asleep at the wheel. Slowly your body catches up, you cant outrun her.

Here are my strategies that actually work long term.

These strategies are used by all high performers to sustain performance.

You may not be an elite athlete.

But if you are a parent, caregiver, entrepreneur, employee, basically a human being who wants to feel good, these strategies will work for you.

We all want to bring our best self to our lives, to the people we serve.

This is how you can maintain the energy you need to do this.

ONE: TAKE RESPONSIBILITY FORY OUR DAYS

You are in charge of your day.

You may want to argue with me on this.

But ultimately you get to decide what you give your time to.

Consider your average day.

What are the periods you are most productive, how can you be intentional about how you schedule this time?

If you are doing creative work, how can you plan ahead of time, time to be uninterrupted when you create your work?

I know we don't all have complete independence in life, you may have work hours set or you may be caring for a young child. But this is not an excuse to relinquish all responsibility and let your days be completely reactive.

What time do you have autonomy over?

Get clear on this and be intentional with it. Make your own choices and make them ones that are consistent with your goals.

TWO: WHAT IS THE PURPOSE OF TODAY?

What is the purpose of your day? Of today?

Get clear on what is most important for that day and make sure that you do this first?

Do you start your day responding to emails, on social media? Basically at the effect of others, of the outside world?

Is that the most important thing of your day...I hope not.

If the purpose of your day is to connect with your family, being as you wish to continue.

If the purpose of your day is to get a proposal finished, begin with that.

Start your day in pro-active mode, not reactive mode.

I usually identify 1 big task and 2 medium/smaller tasks that are most important in my working hours and personal hours and make sure they are first on the to do list. I make sure that each day I take action that gets me results in my life. This creates momentum and a feeling of having done something that mattered each and every day.

THREE: EVERYDAY DO SOMETHING THAT BRINGS JOY

Make sure that every day you do things throughout the day that you actually enjoy.

This creates a sense of momentum because you tend to do these things quicker and things we enjoy fill us up, they energise us.

By being intentional about having these joyous tasks sprinkled throughout the day you are basically refueling yourself and your energy stores throughout the day.

It also makes you happier and increases your sense of fulfilment.

FOUR: DISTRACTIONS DELETED

Over a year ago I stopped watching all television.

Before this I was someone who watched a lot of news, current affairs, educational television. I called Monday night 'ABC education night'. Sure it gave me lots of general knowledge, commentary, ideas.

But little of it was relevant to my passions and goals.

Now I am not saying stop watching television.

That may not be right for you.

But think about how much time you spend watching tv, on social media, online window shopping?

How do you feel after time on these activities?

FOUR: DISTRACTIONS DELETED

What value do they create in your life?

Do they energise you or drain you?

Do they make you feel good, or not so good?

Are you at the effect of them? Do you control them or do they control you?

List all of your main distractions.

Delete them if you dare, but at the very least be intentional about them and honest with yourself about their value in your life.

FIVE: BLOCK TIME

First off block when you will sleep, 7-8 hours per night.

Now block when you will move your body and get natural light/be outside, try for 1 hour per day.

Now list everything you do on an average weekday and make a separate list for what you do on an average weekend.

Consider how you can be intentional about your time by blocking specific time for particular activities. Below is a list of what I block time for.

On weekdays:

*Sleep
Exercise
Mornings with my children (no phones emails devices)
Time outdoors in nature
Creative work in business
Coaching
Networking
Social media and marketing
Consulting
Content creation/podcast
Reflection
Learning and education: this is specific in targeted areas
Strategy
Planning for the days, weeks, months ahead
Meals
Afternoon movement
Evenings with family (no devices)*

On weekends:

*Sleep
Exercise
Connecting with my family and being present
Relaxation
Learning and growth
Friends
Email/phone time blocked*

Scheduling my time and getting a template for typical days is one of the best things you can do to start to create the feeling of having more time.

HERE IS A TEMPLATE FOR YOU TO BEING THIS PROCESS:

Create a schedule for your typical weekday. This is to include everything you want to do daily on purpose e.g. sleep, eat, exercise, meditate, walk the dog, spend time with friends and family, check emails, watch television, be on social media, study, work, be at school, play sports, hobbies, read, travel time, time to daydream, shop. Be very specific.

6.00am	
7.00am	
8.00am	
9.00am	
10.00am	
11.00am	
12.00pm	
1.00pm	
2.00pm	
3.00pm	
4.00pm	
5.00pm	
6.00pm	
7.00pm	
8.00pm	
9.00pm	
10.00pm	

NOW CREATE A SCHEDULE FOR YOUR TYPICAL WEEKEND DAY.

This is to include everything you want to do daily on purpose e.g. sleep, eat, exercise, meditate, walk the dog, spend time with friends and family, check emails, watch television, be on social media, study, work, be at school, play sports, hobbies, read, travel time, time to daydream, shop. Be very specific.

6.00am	
7.00am	
8.00am	
9.00am	
10.00am	
11.00am	
12.00pm	
1.00pm	
2.00pm	
3.00pm	
4.00pm	
5.00pm	
6.00pm	
7.00pm	
8.00pm	
9.00pm	
10.00pm	

Now the key. The real work.

Honour the plan!

The only thing that takes coaching and makes it of any value in your life is when you take action, when you implement it in your life.

SIX: CANCEL, DELETE, DECLINE, SAY NO

What do you say yes to, but want to say no to?

How do say no?

Have a schedule, plan ahead of time, and when you feel distracted by something else or get asked to do something else, consult your schedule...if it doesn't fit, it's a no. Simple. Easy. Just do it.

Look over your life and identify the things you don't want to do, the things you feel blah about.

Common things many clients list include:

Catching up with a friend who I am no longer really all that connected to, its more obligation than friendship.

Going to charity functions, I would prefer to just donate and see my closest friends and family instead.

Appointments they dread but keep out of a feeling of obligation.

Too many kids parties on weekends.

That committee I have been on for years but really have lost all interest in.

You can go, turn up, pretend you want to be there. You can lie. Fake it.

But that is a decision and there is an alternative.

Be honest, be authentic, stop lining and re decide all of it.

What can you cancel, what can you delete, what can you delegate, what can you decline, when will you say no?

SEVEN: EAT THE FROG (THANK YOU MARK TWAIN)

What are the things on your to-do-list that you know need to be done, that will actually get you results, but you put them off and decide to respond to some emails instead?

What is that activity that you know your family would love to do that you never quite get to every weekend?

Identify 7 things you can do this week each day that will move you forward.

Put them on the top of the list, make them the priority of the day, eat the frog.

You will not only create more time you will increase your self confidence and capability.

EIGHT: REFUSE INDECISION. DO IT OR DON'T DO IT.

What are you forever 'trying' to do?

What do you say you are confused about?

Loose weight, stop drinking, work less, be more present at home, exercise, get on top of emails, book a holiday. Stop trying.

'I don't know' is not an option.

Do it. Or don't do it. Just don't try.

NINE: DECIDE AHEAD OF TIME

Every day, before you go to bed, plan your day and honour that plan no matter what.

Even if you are tired, even if you want to do something else – because you will! Honour it no matter what.

If you do one thing from this list, do this!

It will change your life.

THANK YOU

Thank you for doing this work!

If you are ready to take all of this learning to the next level then you have to join me in Your Life Designed. This is my personal monthly coaching program where we take this learning and knowledge and action it, every single day, in our lives. You get to be coached by me personally, you get all of my in-depth training and daily access to me for all of your questions. This program is for those who are ready for change, for people who are ready to take it to the next level, who want to change their lives for the better. If this is you, I would love you to join us! To get on the waiting list for 2018 register [here](#).

If you enjoyed this training and are interested in more free tools and guidance make sure you check out my weekly podcast Your Life Designed with Laura Carrocci where I share my knowledge, tools and strategies for designing life for optimal wellbeing, where you live into your potential and possibility.

You can also check out my website lauracarrocci.com for more free lessons and tools to create the life you desire.

I am driven by the belief that we are all, at our core, pure potential and pure possibility and that we all have the ability to create change.

You have the power to change your life and I am committed to doing everything I can to help you realize this power and design the life you truly desire.

So much love to you.

Xx Laura

lc.

e LAURA@LAURACARROCCI.COM
w LAURACARROCCI.COM
p +61 (0) 408 260 208