

## 10 Ways to Make Time for Your Life

Does your life seem out of control at times, almost like it's not your own? If so, let's step back for a few minutes and do something about it.

Here are 10 ways to put YOU and your life back on top of your list:

**1. Focus on what you want and need:**

Ask yourself, 'What do I really want or need today?' Stay in touch with what is important to you and put it on the top of your 'to do' list, rather than burying it somewhere further down, or - worse still - leaving it off the list.

**2. Schedule some 'me' time into your days:**

It doesn't need to be a long time, just long enough for you to enjoy doing something for you - an extra long shower, soak in the bath, listening to your favourite music or just time alone connecting with what's important for you.

**3. Build reserves of time, space and energy into your days:**

Don't over-fill your days meeting everyone else's needs. Schedule some 'unplanned time' into each day so that you are not constantly rushing from one job or thing to the next, which will leave you feeling frazzled and too tired to make the most of any time left at the end of the day.

**4. Get organised:**

Get rid of any clutter, so you never waste time unnecessarily looking for things. Clutter drains our energy. To make even more time for you, hire someone to do it with you or for you. A personal assistant, virtual assistant or professional organiser can help you by setting up systems and streamlining things for you, be it at home or at work.

**5. Delegate whatever you can:**

Whether that be getting a babysitter so you and your partner can enjoy some time alone or out together, a cleaner, gardener or housekeeper to help with chores around the house or people to do the jobs you might struggle with or don't enjoy, like bookkeeping. This help will free up additional hours for you to spend doing something else. Who said we had to do everything ourselves?

**6. Focus your time and energy on meeting your own goals, not someone else's:**

Don't devote a disproportionate amount of time to work or other people's concerns without ensuring your own needs are being met. A good place to start is by clearly defining your goals. When we have inspiring goals, we are drawn to them and our focus shifts from spending time worrying about our problems, to fulfilling our desires. A good life coach can help you do that, so your focus stays on the most important things in your life.

*For more free coaching tips and strategies to help you create and live the life you've always wanted - your ideal business, dream career, more quality time, loving and fulfilling relationships, more energy, more balance and more fun and to find out more about one-to-one business, executive or life coaching with Tania or to purchase your copy of The Energy Tapping Workshop DVD and workbook package, visit [www.blueskycoaching.com.au](http://www.blueskycoaching.com.au).*

## **7. Let go of all 'shoulds':**

Learn to be free of the good opinion of others. Focus on staying true to yourself and what you want, not what others want and expect from you. Life is too short to be spending it living up to someone else's expectations of us. Make living up to your own expectations of yourself your top priority and be realistic about them. You can do a quick reality check by asking yourself, 'Would I expect the same from someone else?'

## **8. Learn to meditate:**

Meditation will help you slow down your busy mind and reclaim a sense of calm, time and space. I've used a fantastic meditation CD for years, which I highly recommend, that only takes 30 minutes to listen to. You don't need to do anything other than just chill out while you're listening, and afterwards, it feels like someone has literally swept away all the rubbish in your mind with a huge broom. For details see: [www.meditate.com.au](http://www.meditate.com.au).

## **9. Loosen ties with anyone or anything that is a drain on your time and energy:**

Do whatever it takes to limit your exposure to people who drain your energy, and create boundaries or set limits on the amount of time you devote to specific tasks to ensure you have time for whatever is most important to you in your life.

## **10. Step back regularly to gain perspective:**

Remember to regularly step back from your daily tasks and routines to take in an overview of your life. Working with your own coach will help you do this. With the clarity that comes with a little distance and a fresh perspective, you'll soon be able to identify adjustments that will allow you greater opportunities to make time for your life.

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