



TIME RETURN CHECKLIST

ACTIONS YOU CAN TAKE TO FIND A
LITTLE MORE TIME IN THE DAY.

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A note from your coach...

Whatever situation you are currently in, it's universally agreed that we could all do with having a better relationship with time.

In our Time Return Checklist, we've pulled together some of our favourite tips for getting your time under control and creating the valuable moments you need to take your life to the next level. We've kept the actions simple and they can be actioned straight away.

So, let's not waste any time and begin. Firstly, let's think about time a little bit more:

- There are 60 seconds in a minute
- There are 60 minutes in an hour
- There are 24 hours in a day
- There are 7 days in a week
- There are 52 weeks in a year

Now here's the key, those numbers are set in stone, there's no way we can change them, so we simply have to work with the time we have. Let's start with our top actions you can take to find a little more time in the day, working on the rule that every second counts.

Here's our instant Time Return Checklist.

Consolidate all your outstanding activities into a to-do list and for each item apply an approximate timing and a reason for completing the activity – ask yourself ‘What’s In It For Me?’

Review your to-do list and your daily activities and work out what you can outsource, even if this is a temporary measure – a cleaner for one week could give you back a couple of hours to do something else

Consolidate your Bucket List and start by crossing off the items you’re just never going to get around to doing – there’s great freedom by finishing a project by simply deleting it!

Clock in and out on time at work – give yourself a little more time at both the beginning and end of the day

As for the day job, clocking in and out on time will help you identify if you have too much work and if you do – shout up!

Spend a week clicking unsubscribe on the emails you no longer want to receive

Consider the conversations you’re avoiding having and then decide whether they are going to take place or just move on

Review the activities you complete every day and work out what you could move to be a weekly activity such as grocery shopping

Take a time out from social media – try it for a day and see just how much time you get back and the freedom you feel

Sort through your physical mail and deal with each item, pay it, respond or shred it pop the junk mail in the recycling bin

Monitor your TV use and commit to only watching TV you want to watch

Write down on a small piece of paper the names of the people whose opinions genuinely matter to you, pop it in your purse or wallet and then free yourself from time spent considering anyone else’s opinion

Break the monotony and complete every day activities in a different location – why not go chill out in a coffee shop while you complete some of the items on this checklist

If a task will take a couple of minutes to complete; just do it now!

Make a firm commitment to a long term understanding that multi-tasking does not exist, you simply task switch and reduce your productivity

Run through the list and see how many of these actions you can complete to gain that little bit of extra time in the day. Remember, you don't find extra time in the day, you create it!

KEY ACHIEVEMENTS

LESSONS LEARNT - *what went well?*



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