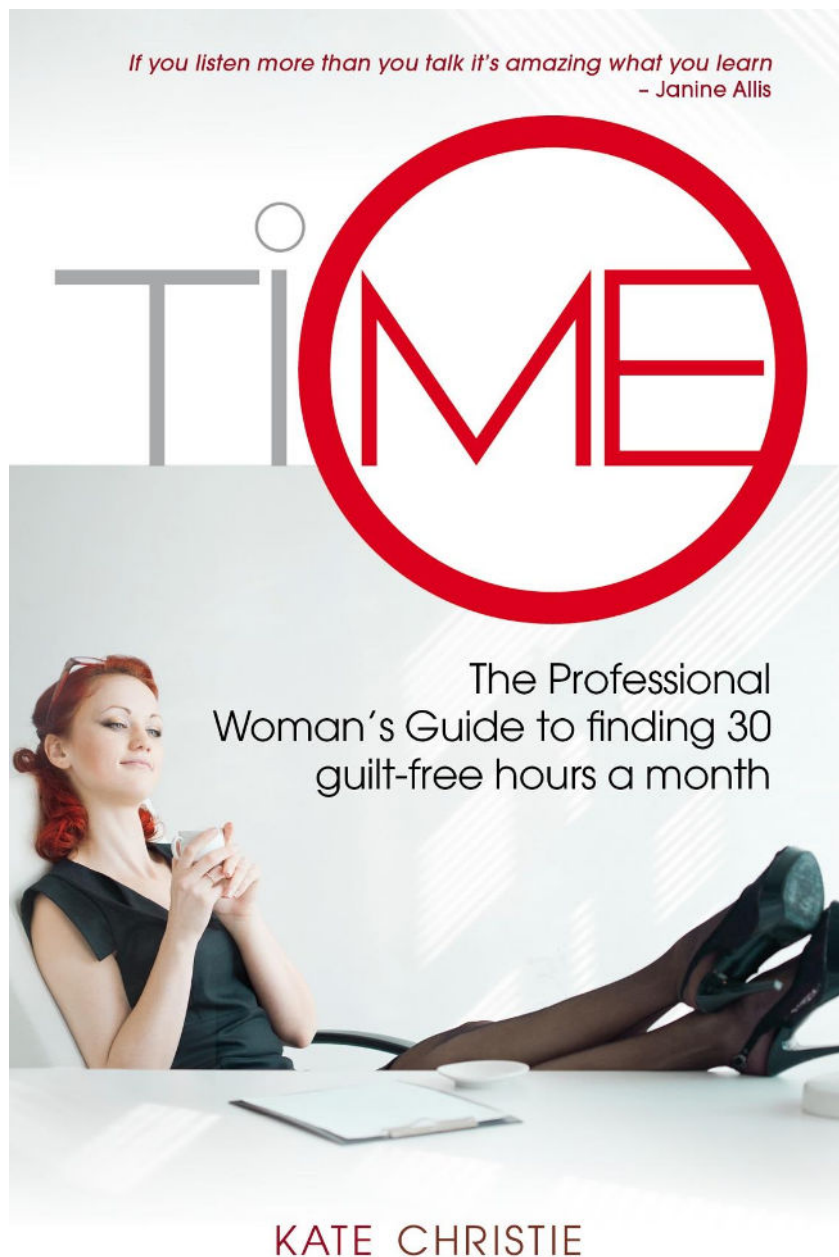




Me Time Workbook



Me Time & Me Time Workbook

The Professional Woman's Guide to finding 30 guilt-free hours a month

Proudly self-published in Australia by Kate Christie in 2014

First edition

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PART ONE - It's Time to Put Your Money Where Your Mouth Is

Exercise – Your Commitment - Print it out, fill it in and keep it close!

My Commitment Certificate

I commit to properly implementing the 5 Steps to Being SMART, or at least doing a pretty good job because I really do want 30 hours back a month to do what I love and even though I might have times when I am feeling really cynical or jaded or sick of yelling at my partner or my kids to pick up their crap or my mother-in-law tells me she has never paid someone to clean her home or I start to think I am a bit of a failure for not doing everything myself or (insert 100 other excuses), I promise myself that I will stay the course and put my money where my mouth is because I WANT 30 HOURS BACK A MONTH AND DAMN IT I AM GOING TO GET THEM!

Signed.....Date.....

PART TWO

Step1: SELF AWARE

Exercise – Sanity Check

Purpose

There are 4 exercises below. Their purpose is to give you the space for a little self-reflection.

Exercise 1 – My key Time Management Challenges

The three things I find most challenging when it comes to managing my time:

1.
2.
3.

Exercise 2 – How Do I Feel Right Now?

Answer the questions in Column 1 with a *Yes* or *No*. Work quickly down that column and trust your first instinct. Then reflect on your answers and write down your thoughts in Column 2.

	Column 1	Column 2
	Yes/No	Why/Why Not?
Are you stress free?		
Are you guilt free?		
Are you happy?		
Do you feel calm?		

Do you have balance across all aspects of your life?		
Are you energised?		
Are you healthy?		
Are you fit?		
Do you have enough time?		
Do you feel in control of your life?		
Are you focussed?		
Do you feel content?		
Are your relationships healthy?		
Is your business/career going well?		
Do you spend time on yourself?		
Are you able to live in the moment?		
	Total Yes: /16	

Exercise 3 – What One Thing Would I Change?

Review your answers to the above questions, have a think about your comments and then answer these questions:

How do your comments above make you feel?

If you could fix one of the above which would you choose, and why?

Exercise 4 – What Will I Do With 30 Extra Hours a Month?

This is to remind you that you are now on a very simple, but bloody exciting, mission to get back 30 hours a month.

My Wants List: What I will do with my 30 hours a month?

What floats your boat?

Exercise – Your Values

Purpose

There are 4 exercises below. Their purpose is to help you identify and clearly articulate your Values.

Exercise 1 – What's Important to Me?

Complete the following sentences – you might have more than one answer. Then assign an adjective(s) which best describes what it says about you.

Sentence	Your response	Adjective
I am at my happiest when ...		
I get a deep feeling of satisfaction when ...		
I would spend a spare free hour on ...		
If I won \$1000, I would spend it on ...		
I feel most energised when I am ...		
In my favourite room I surround myself with ...		
When I daydream, I dream about ...		
If I were to receive a compliment, I'd want it to be ...		
When I initiate a conversation, I love to talk about ...		
My best days ever were ...		
The things I won't compromise on are ...		

Exercise 2 – The Common Threads

There will be some common threads running through your answers. Review your answers and think about what they have in common. Label these common threads with a word which encapsulates them as a Value (see the Values Table on page 55 of *Me Time* for assistance):

My Values:

Exercise 3 – My Top Values

Based on the Values you have identified in Exercise 2 above, distil your list down to your 6-8 Top Values.

My Top Values:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Exercise 4 – Prioritising My Top Values

Place your Values in the order of priority.

My Top Values in order of priority are:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Step 2: MAP

Exercise – My Standard Day

There is a week’s worth of Time Sheets (including Saturday and Sunday) below.

My Standard Day – Time Sheet – Monday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				

My Standard Day – Time Sheet – Tuesday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



My Standard Day – Time Sheet – Wednesday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



My Standard Day – Time Sheet – Thursday..... (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



My Standard Day – Time Sheet – Friday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



My Standard Day – Time Sheet – Saturday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



My Standard Day – Time Sheet – Sunday (date)

	Column 1	Column 2	Column 3	Column 4
Time spent	Weekday	Must/Want/Delegate/Reject	\$ Spend	Costs
5–6am				
6–7am				
7–8am				
8–9am				
9–10am				
10–11am				
11–12noon				
noon–1pm				
1–2pm				
2–3pm				
3–4pm				
4–5pm				
5–6pm				
6–7pm				
7–8pm				
8–9pm				
9–10pm				
10–11pm				
11–12mn				
12–1am				



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Exercise – My Dream Day

Purpose

To imagine how different things could be – to see exactly what your best day ever would look like.

My Dream Day – Time Sheet

Time Spent	My Dream Day
5–6am	
6–7am	
7–8am	
8–9am	
9–10am	
10–11am	
11–12noon	
noon–1pm	
1–2pm	
2–3pm	
3–4pm	
4–5pm	
5–6pm	
6–7pm	
7–8pm	
8–9pm	
9–10pm	
10–11pm	
11–12mn	

Exercise – What Do I Think?

Purpose

To get a little perspective – how far away from your Dream Day are you?

My Standard Day looks:	My Dream Day looks:
Worse than I thought Overwhelming Crazy Unsustainable Help me Not too bad, I am a busy lady Like it should, this is life	Bloody awesome A whole less cluttered More rewarding Less stressful More challenging Worth striving for Beyond my reach Completely unrealistic Unattainable A fast track to feeling guilty What it is, 'a Dream'

Step 3: ANALYSE

Exercises

Purpose

There are 5 exercises below to help you analyse how you spend your time.

Exercise 1 – Musts and Wants

Actions:

Complete Column 2 of the Standard Day Time Sheet/s and identify each task you clearly consider to be something you Must do or something you Want to do.

Exercise 2 – Delegates and Rejects

Actions:

Complete Column 2 of the Standard Day Time Sheet/s and identify each task which is a Delegate or a Reject. When it comes to Delegates, think of the tasks which:

- can be done by someone else who you don't have to pay (e.g., a partner, child, grandparent); or
- can be done by someone else who you do need to pay (e.g., hired domestic help).

When it comes to Rejects, think of it as any of the tasks in your Standard Day which you know that you can do better.

Exercise 3 – My First Time Cut

Actions:

With Columns 1 and 2 of your Standard Day now complete, add up the total time you spend on each of the 4 Time Segments:

Musts	Wants	Delegates	Rejects

Exercise 4 – How many Hours could I Save?

		Total
A	The number of hours I will save each day if I delegate everything in my Delegate list	
B	The number of hours I will save each day if I discard or better manage everything in my Rejects list	
C	$(A + B) \times 30$ days = the number of hours I can get back a month	

Opportunity Cost – time is money

Exercises

Purpose

There are 3 exercises below which will demonstrate to you what your time is worth, in financial (dollar) terms, and then in terms of your Opportunity Cost.

Exercise 1 – My Hourly rate

My hourly rate is \$.....

or

My annual Taxable Income is \$..... divided by 2,600 = my hourly rate of \$.....

Exercise 2 – Costing my Standard Day

Actions:

Complete Column 3 of the Standard Day Time Sheet/s noting down the financial cost against each task you perform based on your hourly rate. Do this by dividing your hourly rate by the amount of time each task takes you. For example, if your hourly rate is \$70 and a task takes 30 minutes, then note down \$35 against that task. Remember, use rounding to make life simpler.

Exercise 3 – My total Financial Cost for each Time Segment

Action:

Summarise your total Financial Cost for each Time Segment.

	My Total Financial Cost for each Time Segment	
	\$ per day	\$..... per annum (daily rate x 260 days without weekends)
Musts	\$	\$
Wants	\$	\$
Delegates	\$	\$
Rejects	\$	\$

Emotional and Physical Costs – ouch, that hurts!

Exercises

Purpose

There are 3 exercises below which will help you identify your unique Emotional and Physical Costs.

Exercise 1 – My Emotional Costs

Actions:

Return to your Top Values and review your Standard Day Time Sheet(s) and identify any task/use of your time which brings with it an Emotional Cost.

My Top Values:

Emotional Costs:

Exercise 2 – My Physical Costs

Actions:

Review your Standard Day Time Sheet(s) and identify any task/use of your time which brings with it a Physical Cost. Depending on the severity of your Physical Costs, you should consider consulting a doctor.

My Physical Costs:

Exercise 3 – A Summary of my Costs

Actions:

Summarise the Opportunity, Emotional and Physical Costs of how you use your time.

	Summary of your personal costs
Opportunity Costs	
Emotional Costs	
Physical Costs	

Are you serious?

Exercise – Add up your Time Savings

Purpose

Having undertaken the second cut of your time in a Standard Day, it's rewarding to calculate how many hours you can save if you implement all of your Delegates and Rejects.

		Total
A	The number of hours I will save each day if I delegate everything in my Delegate list	
B	The number of hours I will save each day if I discard or better manage everything in my Rejects list	
C	$(A + B) \times 30$ days = the number of hours I can get back each Month	

Exercise – It's all about Outsourcing

Outsourcing is a simple, effective and efficient way to gain back significant hours of time.

Purpose

To work out the tasks you can pay someone else to do for you around your home.

Review the table below and put a tick next to each item that you know you would derive a benefit from outsourcing.

Actions:

- When you think about Outsourcing, revisit the tasks you have identified as Delegates in your Standard Day which you would quite happily outsource – keep in mind your Opportunity, Emotional and Physical Costs.
- Complete the Outsourcing List on the next page and stick it on the fridge and next to your computer.
- From the items you have identified, choose one task to outsource from the first Monday of next month. Source your service providers via www.babysittersandmore.com.au, the Yellow Pages, online or via your friends – whatever works best for you.
- Choose a second item to implement from the first Monday of the second month.
- Choose a third item to implement from the first Monday of the third month.
- And so on.

Outsourcing List	Tick	Priority
Housekeeping		
Cleaning		
Meal planning and cooking		
Ironing		
Shopping		
De-cluttering		
Home management, paying bills, personal diary management		
Running errands; buy and wrap gifts		
House sitting		
Childcare – nanny		
Childcare – babysitting		
Mother's Helper		
Before/After-school care		
Tutoring		
Care/companionship for a parent		
Care/companionship for an infirm sibling or infirm adult child		
Pet sitting		
Dog walking		
Pet grooming		
Gardening and lawn mowing		
Landscaping		
Packing and moving		
Home maintenance		
Cleaning out the gutters		
Washing the windows		
Someone to put the new furniture together; set up the new TV; connect the WiFi		
Someone to wait for the plumber; the TV technician and so on		

Step 5: TAKE CONTROL

Exercise – Action it Baby!

Purpose

To set up your Action Plan, ensuring you implement the changes you have identified and that you maintain your momentum over 90 days and beyond. Use your preferred Tools (for example, your Daily Planner) from Part 3, *Me Time* Tops Tools, to schedule time in 30 days (i.e.: from day 60) to revisit your Action Plan and update the Status Column. Do this again in a further 30 days (i.e.: from day 90).

PHASE	ACTION ITEM	ACTIONS	Status
30 Days: Content Focus	Accountability		
	<i>Me Time</i> Workbook, exercises and actions		
	Motivation		
	Scheduling		
	Insourcing		
	Outsourcing		

	Rejects		
	Wants		
60 Days: Implementation	Musts, Wants, Delegates and Rejects		
90 Days: Maintain	Musts, Wants, Delegates and Rejects		

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