

Self-Care: Time Management Tips that Will Lead to Creating the Life You Desire



Time flies or drags depending on what you're doing. Two hours at Wal-Mart can feel like several days. And yet your 18-year-old seems to have grown up overnight.

The truth is you can create more time for yourself if you make a few adjustments in how you manage your time. Ultimately, you want to spend more time enjoying what you do and spend less time doing what you hate.

Tip 1: Take a few minutes at the beginning of each day to set your intentions for the day. Develop a way to work this into your daily morning routine. When you get clear on how you want to feel, you empower yourself to make decisions that honor and create the life you want to live.

Tip 2: Make list of what needs to get completed for the day and prioritize it. We can easily get distracted and forget things. So it's good to have a list to refer back to. (I find joy in being able to check things off my list.)

Tip 3: Secure time to complete your tasks. Set your personal boundaries. Put your phone on DND- Do Not Disturb. Don't get distracted by emails and social media. Commit to getting the task completed without interruptions. Let people know you are working on something important and you don't want to be disturbed for a certain timeframe.

Tip 4: Learn to say "NO". So often, we say yes out of obligation and guilt. Learn to say no when you're asked to do something that doesn't align with your expertise, schedule, interests or desires. This will free up time. However, you have to learn to do this without feeling guilty or you will just waste time worrying over saying no. (Learning to say no with grace and integrity is something I teach in another workshop.) Say yes to commitments that you have time for and allows you to operate in your zone of genius. It won't feel like work when you're doing it.

Tip 5: **Focus!** We tend to be very proud of ourselves for being able to multi-task. That works when you are cleaning the house, cooking, etc. I mean... who can't put a load of clothes in the washer to wash while preparing dinner for the family. But when you are trying to complete tasks that require your full attention, distractions will railroad your progress every time. Focus on the task at hand.

Tip 6: **Take time to breathe, rest and/or exercise between tasks.** Sometimes you need to clear your mind before you can fully let go and move on to the next task.

Tip 7: **Ask for help when you need it.** Don't assume everyone knows what you need. People are usually willing to help, if you ask them.

Most importantly, be intentionally fully present in every moment throughout your day. Arrange your commitments in a manner that allows you to be happy while living out the details of your life.

About Marcelletta and Celletta Coaching, LLC



Marcelletta Miles is devoted to inspiring others to be fully present in all aspects of work, family, and play. She is the Founder of Celletta Coaching, LLC, where she partners with clients to explore, experience and evolve authentically. She understands how to create work-life balance (which she refers to as life's harmony) when having to play different roles, such as wife, mom, daughter, sister, soccer parent, Chief Operating Officer, nurse, grad student, teacher, coach, entrepreneur, board member and the list goes.

Marcelletta grew up in Raleigh, NC where she was taught by her great-grandmothers, grandmothers, mom and mother-in-law about what true self-love means. For her, family is always first above everything. She travels across the state to share with others how to have self-compassion and create the life you desire.

If you're ready to start creating the life you want, [click here](#) and let's get started.