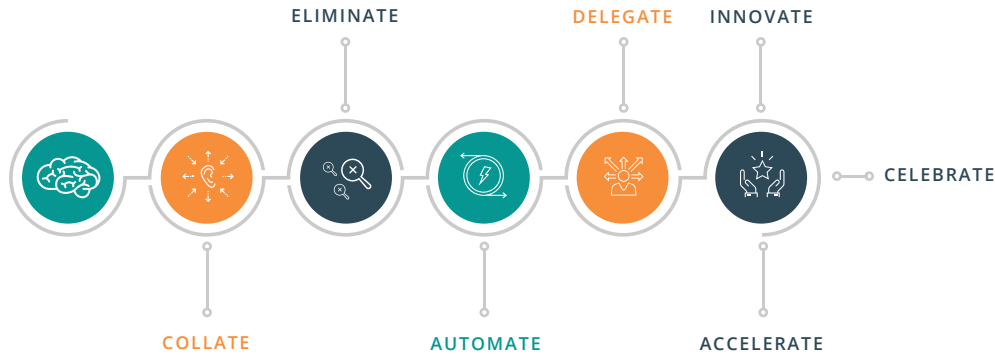




# Creating More Time

We live in an always on, always connected, overwired world. We are wired and tired. While we want to be **in flow** and perform at our peak, too often we struggle to simply keep our head above water. We never disconnect for fear of missing something and as a result, we miss out on so much more. At **Create More Flow**, we help you create focus, energy and bandwidth to feel and perform at your best. It all begins with creating more time.

Practice this simple daily habit in the morning and evening for five minutes and you will be amazed by your increased ability to feel productive, creative, and happy.



## Collate

When transitioning between work and home, take five minutes to write down your “to-dos” in one place. We improve our focus when we intentionally set priorities and act on what matters most. Taking time to “brain dump” all our tasks and responsibilities is a first step toward the flow state we seek. Collating all these ideas helps to (1) free up mental energy for faster deeper thinking, and (2) position you to focus on what matters and on what will have the greatest impact. It mitigates the impact of intrusions and distractions in a fast-paced, always-on, world.

**ACTION:**



**Take 5! Commit five minutes to collate a to-do list as you transition into work and repeat the exercise in the last five minutes as you transition away from work to identify the demands on your valuable time that truly matter and need attention.**



## Eliminate

When overwired, we tend to jump blindly into action. Step two is to assess if the task in question is essential and if it will move you closer to what really matters. Stepping back for perspective, we can be judicious about where we invest energy to simplify our lives. We can focus more deeply on what really matters. Eliminating distractions, clutter and make-work projects helps us live on purpose and create more flow.

**ACTION:**



**Look at your list and decide what tasks are essential. Reframing the task as an outcome rather than an action may add some clarity to your decision making process. Any non-essential tasks that bring more stress than joy can and should be eliminated.**



## Automate

All too often, we are creatures of habit and do things the way we've always done them. Technological innovations abound to simplify our lives. Taking time today to automate repeat tasks can create time for months to come. Simple example: Amazon delivers toothpaste, diapers, paper towels to our home every month. However, automation can also extend to other tasks from bill paying and messaging to list making and e-commerce transactions.

### ACTION:



**Today, evaluate any repeat tasks that aren't already automated (e.g., paying bills, grocery shopping, etc.) and research/download any new apps or tools that could create more time tomorrow.**



## Delegate

We live in a gig-economy that makes it easier to outsource work. Offloading tasks to others where appropriate increases your bandwidth and engages team members to grow and learn. Invest time and attention to clearly articulate outcomes to others. When you are clear on outcomes, they can be creative and flexible in how to best achieve them. Just be careful not to delegate tasks that could easily be automated!

### ACTION:



**Identify other team members who can produce quality outcomes faster or more cost-effectively than you. To perform at your peak, you must build a team, know them well, and delegate effectively.**



## Innovate, Accelerate, Celebrate

Congrats! You have effectively created more time, energy, and focus for flow. You are now increasingly free to innovate, cultivate new skills and elevate new ideas. By establishing boundaries, you can accelerate your impact on what matters most!

### ACTION:



**Prepare which tasks are you going to tackle first. Struggle purposefully on essential projects in 30-90 minute sprints!**



Explore AIM Leadership's free resources. Discover how to embrace a growth mindset, hack procrastination, create more time, optimize your meetings, and much more:

[AIMLeadership.com/Resources](https://AIMLeadership.com/Resources)

