



# APPLICATION GUIDE, NOVEMBER 2022

## EPISODE 125: TIME TO SPARE

Have you ever said, “I just don’t have enough time?” Well, you are not alone! In our fast-paced world, there never seems to be enough time. It is not that we don’t have enough time, it is how we spend our time that counts. Tune in as Kevin Geer and Justin Stewart talk about a few ways to help maximize the time we have in order to get the most out of it.

### TEN WAYS TO TAKE BACK YOUR TIME

#### 1. TAKE CARE OF YOURSELF

- Eat right.
- Sleep right...eight hours a night.
- Take time to focus on yourself.
- I don’t have time is not an excuse...you will have the time if you start taking care of yourself.
- Everything in balance. Don’t swing the pendulum.

#### 2. GIVE YOURSELF TIME

- If you start your day late, you will run late all day.
- Plan an extra 30-minutes into your appointments to give yourself time to breathe.
- Build a routine in your day.

#### 3. WAKE UP EARLY

- Start your day 20 minutes early.

#### 4. PLAN FOR EMERGENCIES

- They happen...SURPRISE. So plan for them.
- Do not live up to the deadline.

#### 5. PROACTIVE MORE THAN REACTIVE

- Look ahead. It will change the way you view life.
- When you live reactively, you live on someone else’s calendar.
- Live LIFE SLOWER.
- Book: *The Ruthless Elimination of Hurry* by John Mark Comer

## **6. LIMIT SOCIAL MEDIA**

- Biggest waste of time with no added value.
- Arrange apps on your phone based on priority. Puy only the important ones on the homepage.

## **7. TOUCH AN EMAIL ONCE OR TWICE AT THE MOST**

- Use the snooze feature on your devices.
- Spark is a great tool to organize email.
- Check email 2-3 times a day.
  - It saves an hour.

## **8. GO TO THE GROCERY STORE ONCE A WEEK, NOT EVERY DAY**

- Saves so much time.
- Smaller families, maybe two times a month.
- Make freezer meals.

## **9. TIDY THE HOUSE BEFORE BED**

- You will wake up more motivated.
- Develop a routine.

## **10. POWER OF NO**

- You can say it.
- You will be happy if you do.
- Celebrate the NO. We don't do that enough.
- It is a GIFT OF TIME to you!

## **BONUS:**

Only do what you can do. Put people around you that can do your stuff for you. I say yes because I love to help people. Life is not a solo sport, there are people in your life that want to say yes as well.