

# Simply Our Society

## "Need to's" & "Want to's" Time Cruncher Helper

Congratulations! Making the effort to calculate your time and tasks will help you in so many ways! You may find you are trying to do too much! You may find time to fit more in and figure out where you can fit in some of your "want to's" in life. No matter what this will help you be able to manage your time and in return feel better about your days and weeks.

I am a big believer in taking a day off! As you work on your week please be sure to work in one day that is just "off". Mine is Saturday - so I completely blocked out this day with no schedule at all, no "need to's" or "want to's" just a day to do whatever and relax!

Here are a few tips to get you started.  
First, print the pages.

### **Time Estimates Page**

On the Time Estimates Page brain storm and list ALL of the things you actually do and want to do. Don't leave anything out, include things like time to get ready each day, fixing food for you or your family, actually sitting down to eat. Reading a book, doing yoga, checking emails - everything!

After making this list \*estimate the time it takes you to complete each item. If you are not sure then as you go through a regular day set a timer as you start each item, then you will get an idea. For example, if you are getting ready, start your timer when you head in to shower then check it when you are completely ready (after hair, makeup, getting dressed etc.). Dig in and don't leave anything out!  
Especially your "want to's" make sure you add those in!

Print more than one Time Estimates page if needed. I gave you some ideas at the top of the page but left most lines blank for you to fill in. Everyone's life is full of different things!

### **Weekly Time Grid.**

This is where I start to plug in when I do what (where I can) make sure you remove travel times and sleeping time. I usually mark those by shading them in so I don't use that time for tasks and want to's.

I said plug in the tasks and want to's where you can. Some things are pretty repetitive on the same days such as getting ready in the morning or maybe your work out. Other things may not be done on the same day at the same time. However by shading in your estimated travel time (as a stay at home mom I have a lot of mom taxi time in the car - if you work outside the home you may have kid taxi time and your work commute) and shading in your sleep time for each day of the week you will start to see how many hours you have available to do all the things on your task lists, both "need to's" and "want to's".

This helped me determine where to make adjustments in my life and I hope it helps you too!

*\*estimate a lot here because the truth is some things take longer on different days but by estimating you will get a general idea.*

*Happy Time Crunching,  
Heidi*



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