

Spirit Level Success™ System - Six Secrets of Self-Esteem

Secret #3 SPACE – Week 4

S.O.R.T.E.D.™ - Time Management

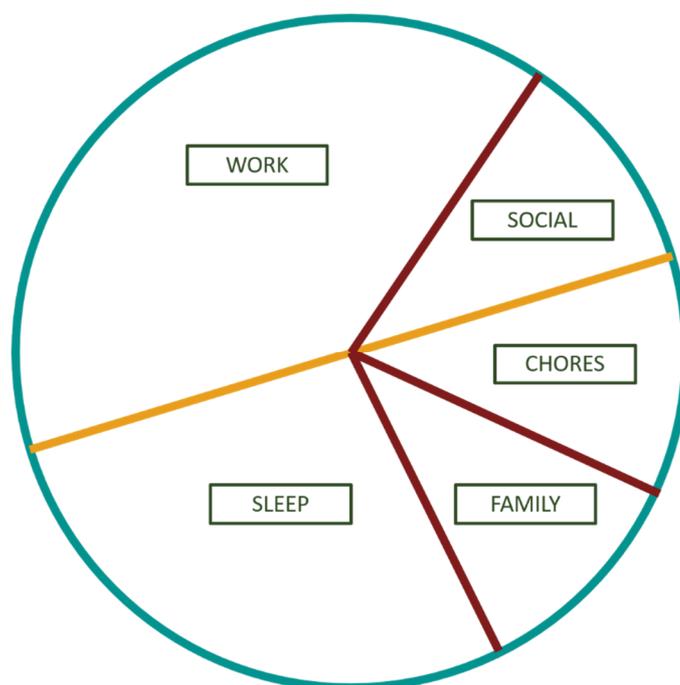
The **T** in **S.O.R.T.E.D.**™ stands for **Time Management**.

What does your diary and social life look like? Where and how do you keep track of everything? Do you have a hand-written, paper diary? Or do you do it all electronically? Are you punctual with your appointments – or are you always the last one to arrive, usually late?

Do you treat your time with the care and respect it deserves, or do you consistently over-schedule your diary?

We all have the same amount of time in a day, and no matter who you are or what you do, you cannot create more of it. So, whilst you can't manage time itself (the very name is a misnomer), what you can do is prioritise what you do with the time you have available.

Have a look at the below example of a pie chart for how you might typically spend a 24-hour period;



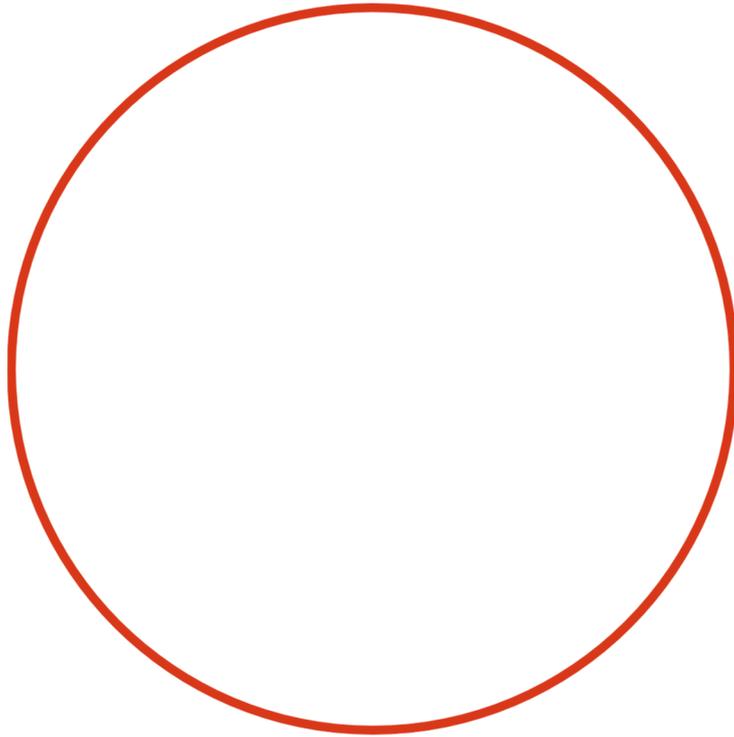
List below as many things as possible that you can identify specifically take up your time. Your list will include the usual examples such as sleeping, eating, phone calls, emails, showering,

work, family, social media, etc. Also include the 'not so obvious' things that might only apply to you, so, for instance, you may have some caring responsibilities or give your time in a charitable way to support a local cause that is precious to you, or have some specific hobbies that you enjoy;

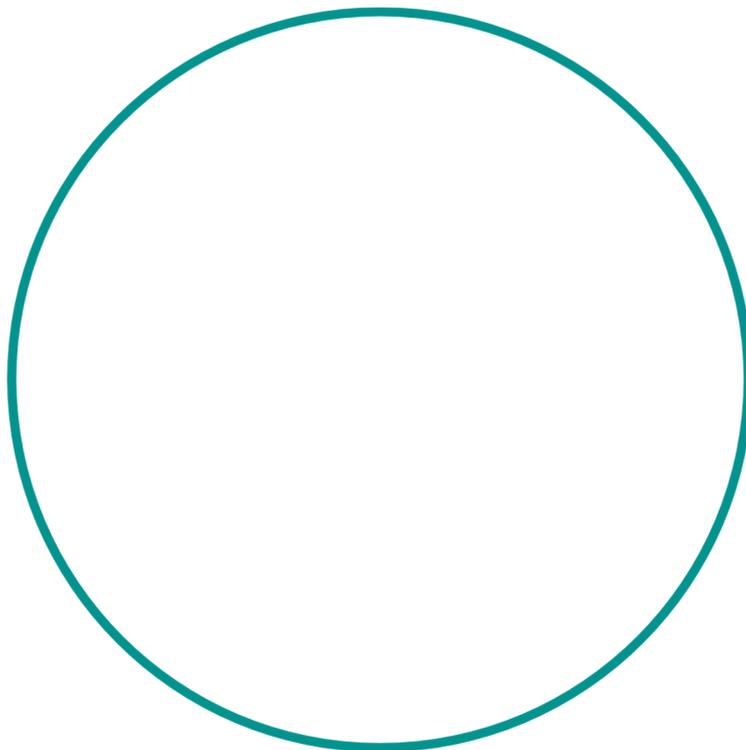
Now next to each item above, write out how long you would typically spend on each.

How much time do you spend in a typical day worrying or dreaming?

Now translate that information onto a pie chart of your own, showing how you currently spend your time;



Take a careful look at how your typical day is represented here. Are you happy with it? *Are you spending enough time with the people who matter most and doing the things you love?* How would you *like* your time to be represented instead?



Take a moment now to take out your diary system and look at it very carefully. Describe your current system here – include details such as how you keep track of everything, whether there are regular commitments, how you prioritise what you say yes to;

How do you feel when you look at it? Does it work for you? Or do you feel even more confused when you look at it?

What could you change in your current system that could make it work better? Eg colour coding, symbols, moving from digital back to paper system, or vice versa;

Your TIME is your MOST VALUABLE RESOURCE. When you respect it and stop wasting it, you will develop a clear sense of purpose and drive towards being the person you want to be.

Before you add anything to your diary, check with yourself whether it has passed the threshold test – does it truly deserve to be added to my diary commitments and take some of my precious and valuable time that I will never get back once it is spent?

If you answer 'yes', add it to your diary and prioritise it enough to be there on time.

If it's a 'no', let it go and give it a miss. You will feel so good being so discerning with what you value enough to want to spend your time on. Spent time is never coming back, so invest your time wisely.

It is really important that you take time during this week to repeat the work covered so far in this Secret.

Value yourself enough and really connect with your motivation, so you can prioritise this and spend *sufficient* time on it, ensuring you make a meaningful emotional connection with each step you take.

This is your time now, and you matter.