



GET ORGANIZED ONCE AND FOR ALL

LESSON 5: TIME WASTERS

Ever wished for more hours in the day?

It seems like if we could just have 27 hours in a day instead of 24, everything would stay so much more organized!

There's so many things cluttering up our to-do lists, plus appointments to rush to, and soccer game carpools with the neighbor kids, dinner to cook, ailing friends to visit, and a stack of bills to pay. Most of us have a lot on our plates, and as it is, there are only 24 hours in a day. How are we supposed to find the time to get it all done without sacrificing the really important things like time with our family and pursuing our dreams?

Here's the thing, you actually **can** find more time in your days for the most important things. It comes down to prioritizing, and eliminating what I call time wasters.

Time wasters are things that aren't necessarily bad to do, but they can quickly take up a lot of time and they don't move us any closer to our goals. Common time wasters include checking Facebook or social media, reading blogs, surfing the internet, watching TV, playing games, etc.

The only way you're going to take back more time in your day is to identify which not-so-useful activities take up too much of your time. Take out a piece of paper and

make a list. Think back through the past couple days and write down anything you did that wasn't really necessary or helpful.

No shame here, friend, we all have a loooooong list. (Please don't ask how or why I managed to spend literally hours looking up pictures of cute fluffy cows one week!) Now that you have your list, go through it and pick one area to eliminate (if possible) or drastically reduce. Funny thing is, so many of our time wasters we don't even enjoy that much! They become more of a bad habit than a life-giving activity.

Maybe you spend hours scrolling Facebook, but realize it only leaves you feeling irked by other's political opinions, frazzled that your meal plan isn't as impressive as that lady's from church, and confused as to what exactly the youth of today are doing with their lives.

Today's the day to delete the app from your phone! You can do it - you really can quit cold turkey. You can still log into Facebook on your computer to see the cute pictures of the grandkids, but just that extra barrier of having to get onto your computer will greatly limit the amount of time you spend mindlessly scrolling.

If you don't want to eliminate your time waster altogether, set a time limit for yourself, or allow yourself to engage in the activity only after certain other things are done or during a certain time frame. For example, you could allow yourself to play Candy Crush only after the kitchen is clean and the dinner dishes are washed.

Here's the fun part - make a plan for what you'll do with that extra time! If you love reading but never seem to have the time, the next time you feel yourself reaching for your time waster, grab a good book to spend a few minutes with.

I think you'll be amazed how much freer your life is without that time waster clut-

tering things up! Oh! And don't forget to use some of that new found free time to complete your one habit you picked back in Lesson One!