

5 Time-Saving Practices to Stop Feeling Overwhelmed

A resource from Teach 4 the Heart 

Mistakes that keep you stressed:

1. Trying to _____.
2. Working until _____.
3. Believing you must _____ to be
_____.

Notes:

The Reclaim Your Time Process:

Step #1: Use *intentional scheduling* to reduce stress & immediately improve work/life balance.

PLAN FOR:

Each week, choose when you will:

✓ Arrive at school

✓ Leave school

✓ Work at home

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start						X	X
End						X	X
Work at Home							

Step #2: Prioritize what matters most.

1. Get clear on priorities and goals at school and in _____.
2. Identify what tasks are MOST important to _____.
3. Prioritize _____ for the most important things.

Step #3: ELIMINATE or REDUCE things that are less important.

ELIMINATE:

REDUCE:

“By strategically eliminating & reducing, we free up our time without losing any of our effectiveness.”

Step #4: Streamline & organize your to-do list.

- Plan your to-dos _____
- _____ intentionally
- Do most important tasks _____
- Leave _____
- Develop time-saving routines.

Step #5: Delegate effectively.

1. Identify **WHO** can help.
2. Find the **RIGHT** things to delegate.
3. Capture the **SYSTEM**.
4. Prepare to **IPO**.
5. Provide **FEEDBACK**.

Stop feeling guilty, stressed, & depleted.

Instead, preserve time & energy for your real life! We guarantee you'll cut 3-10 hours off your workweek without sacrificing your effectiveness using Teach 4 the Heart's Reclaim Your Time system. Find out more at Teach4theheart.com.

