

Creating Space in Your Day

Ever feel like the day runs away with you?
Are you wanting more time every day?

Balancing daily life, work emails and coaching plans for your next session can get on top of us all.



Here are **5** top tips for creating space in your day:



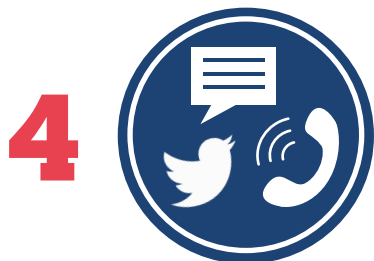
Achieved... That to-do list! These can sometimes get on top of you; a long list, vast notes in notebooks etc. Instead of having a to-do list, why not create an 'achieved list'?! That way it will give you the satisfaction of reflecting on what you have achieved.



Time out... We are working in a remote world, and less travel to and from sessions and our places of work means we don't have that thinking time. Make space in your day to reflect on your sessions.



Be honest with yourself... Rome wasn't built in a day! We sometimes expect too much of ourselves; for instance, are we really able to achieve everything in a two-hour session?



Screen overload... Turn things off... everything including emails, texts, Tweets and phone calls. Everything that can distract us from our tasks or the conversations we are having.



Think ahead... That age-old issue of running out of time! Being overloaded or overwhelmed can creep up on us. Planning ahead is the biggest key to making sure this doesn't happen.