

Time Saver Guide

*A worksheet to help you find the time to study and
learn to improve your career*

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What Is This Guide?

It's hard to find time for learning new skills, practising our skills, and "professional development".

With our jobs, families, household stuff, and other hobbies, there isn't much time to spend on learning.

That's where this guide comes in.

You can use this guide to:

- plan what you're going to learn or study
- decide on a time period each week that you can dedicate to learning
- save time with your learning (and maybe in other areas of your life too)

Let's get started.

Step 1: Understand Your Week

Estimated Time: 10 minutes

The first step to finding the time to study and improve your skills is to understand your week.

This is a simple exercise I do every now and then.

You start with a spreadsheet that shows blocks of time for each day of a week, kind of like a week-to-a-page concept in those physical diaries.

Next, add in the blocks of time that you spend on different areas of your life, such as:

- your job (or school/college/university)
- travelling to and from work (if applicable)
- sleeping
- family time
- housework, such as cooking dinner

This is about identifying where you spend your time in an **average week**.

Here's a template you can use: [Weekly Plan](#)

This is a Google Sheet. You can copy it to your account and make edits by clicking on the Use Template button on the top right, or you can copy and paste the cells into an Excel file if you prefer to use Excel.

You'll also see my weekly plan on another tab, as an example to help you.

Once you've added in the blocks for different areas for your week, this step is complete!

Step 2: Choose a Time to Study

Estimated Time: 10 minutes

Once you have written down where you spend your time in an average week, you can start to identify times when you could study and work on improving your skills.

The goal here is to **find a 30-minute block of time** you can spend on learning and improving your skills.

Why 30 minutes? That's usually enough to get a decent amount of learning done. If you can find more, that's great, but I would aim for at least 30 minutes.

Also, finding a time for it in your week means that you'll have the same time every week to spend on this.

Rather than finding big blocks of time (which is hard for many of us), it's more important and effective to be consistent. It's better to find 30 minutes per week than to find 3 hours on one day and then spend no time on it for a month.

So, **take a look at your Average Week spreadsheet** from the previous step, and **add a block called "Learning"** where you think you can spend 30 minutes on learning or studying.

There may be an obvious place where you can add it. If so, great! But, it's likely that there isn't.

Here are some ideas of times you can use for learning. Not all of these would be relevant or easy for you, but they are just ideas to consider.

- **commute time:** if you get public transport to work or school, you could use this time to read content or watch some video lessons on your phone or computer.
- **lunch break:** during or after you eat your lunch, you could spend time studying
- **lunch walk:** you could go for a walk at lunch, find a place to sit, and spend some time studying
- **before work:** spend time studying before you start work for the day, perhaps getting to the office 30 minutes early
- **after work:** once you have finished work for the day, spend some time on learning before you leave
- **wake up earlier:** consider waking up 30 minutes earlier than normal, one day per week, and spend that time learning
- **after dinner:** once you finish eating dinner, spend some time studying
- **stay up later:** you could go to bed 30 minutes later one night and spend that time studying
- **on your weekend:** you could find 30 minutes on your weekend to study, which may be easier if you don't work on weekends

So, your task for this step is to:

1. look at your Average Week spreadsheet from the previous step
2. find a block of time you can spend 30 minutes studying
3. label that block of time as "Learning"

You now have a dedicated block of time for learning and studying!

Good luck with whatever you decide to learn!