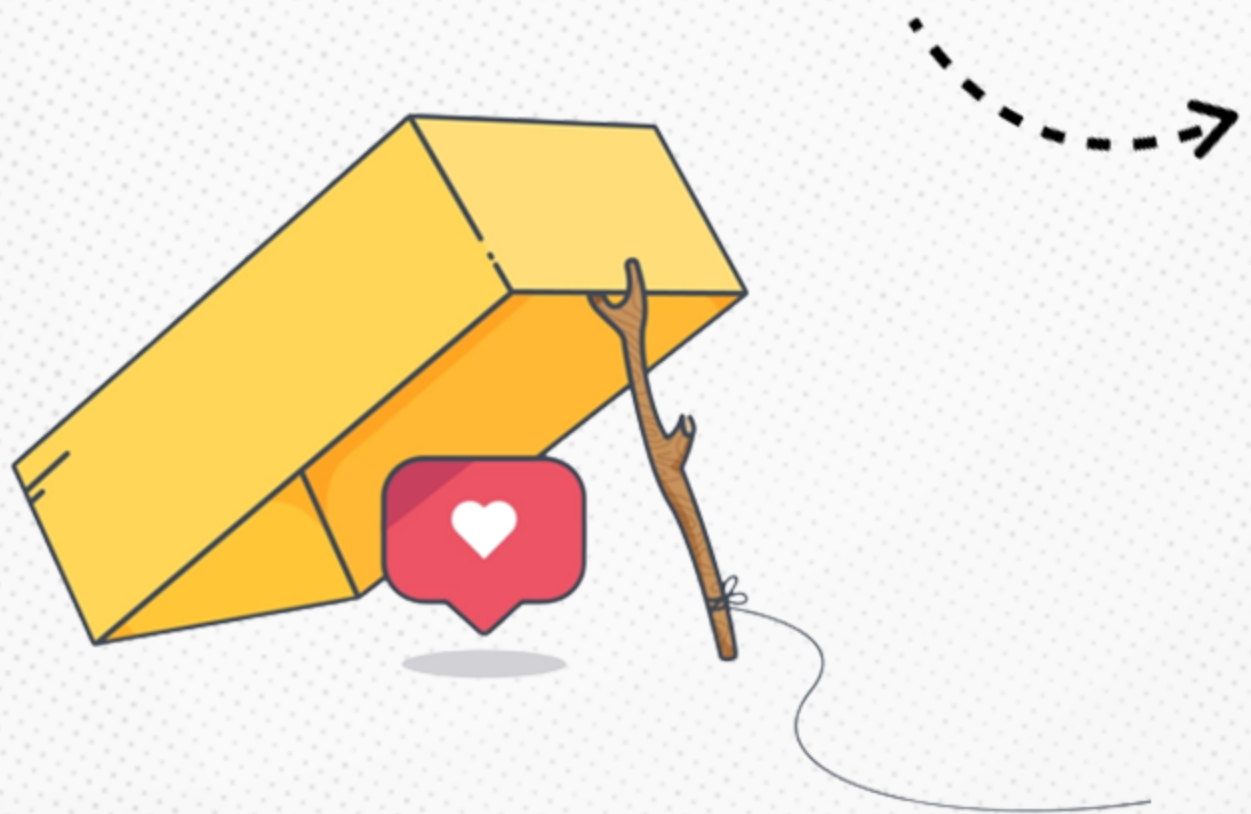
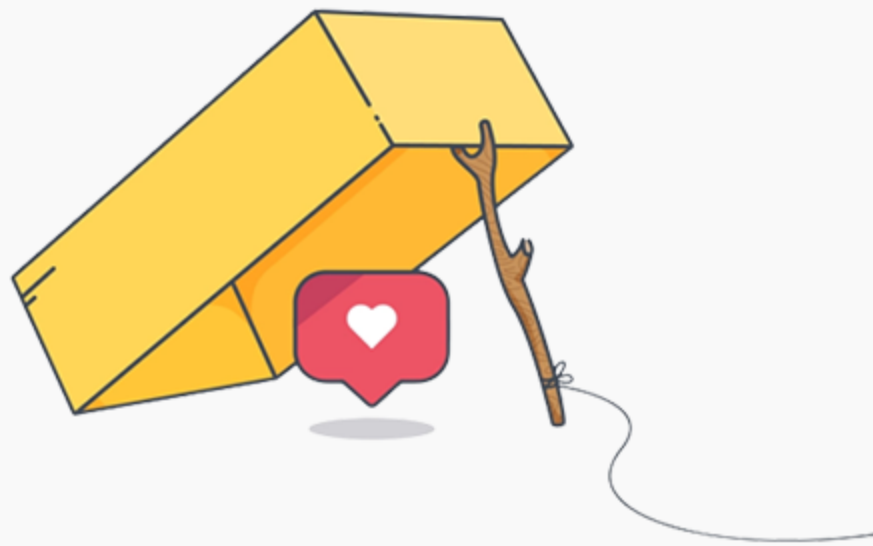


Avoid These Time Traps At All Costs

How to save **10+ hours** per week



Time Traps



Unnecessary and unproductive areas of life
where time is devoured at an astounding rate.

(Often without us even realizing it)

Non-stop decisions



We make around **35,000 decisions** every day.

Those add up.

Try to **streamline** as many areas of life as you can:

Diet:

- Cook in bulk
- Stick to a consistent meal plan

Clothing:

- Simplify your wardrobe
- Try a “capsule wardrobe”

Routines:

- Develop consistent morning and evening routines to follow

An endless to-do list



Long to-do lists are **counterproductive**.

My advice:

Keep it short, and keep it prioritized.

Try this:

The Ivy Lee Method

1

Write down your (6) most important tasks

2

Arrange tasks from most to least important

3

Start working down your list in the order

4

Move any unfinished tasks to tomorrow's list

Letting unproductive mornings turn into unproductive days

I have a confession.

For a long time I was a **productivity perfectionist**.

If my morning didn't go well, I would feel like the day was already **written off**.

This mindset helped me:



The 'four quarters' method refers to the practice of splitting your day into four sections: morning (5am - 9am), late morning (10am - 1pm), afternoon (2pm - 7pm) and night time (7pm onward). The theory is that by separating the day out, you never need to write off a day as 'bad', if you don't perform at your best in one quarter, you still have the other three.

Task switching (AKA multitasking)



The human brain can't focus on 2 things at once.
Splitting attention = killing momentum

Try this:

1. Break your time into 25 minute chunks
2. Assign ONE task to each chunk
3. Set a timer for 25 minutes
4. Work on only that task until the timer goes off
5. Take a 5 minute break and repeat

Daily time blocking schedule		
Time		Task
5	:00	Study
	:30	Study
6	:00	Write newsletter
	:30	Finish post
7	:00	Exercise
	:30	Exercise
8	:00	
	:30	

Unnecessary screen time



More than 50% of Americans report spending **over half of their day** looking at a screen.

Some is unavoidable, but a few **small changes** can go a long way to get it down.

Try this:

- Remove any apps you don't NEED
- Track your screen time (I use the iPhone widget)
- Keep your phone in grayscale mode

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