

SPEAKER, CONSULTANT, COACH, AUTHOR

Michelle Cederberg, CSP

WORK-LIFE BALANCE • STRESS MANAGEMENT • INCREASED PRODUCTIVITY

The Energy to Succeed
in Business & In Life

Time Tips for Better Life Balance at *WORK*

By **Michelle Cederberg, CSP**

MKin, BA Psyc, CEP, *Co-Active Coach*

Work-life balance may be a myth, but that doesn't mean we can't move toward *better* balance through our work day. Below are 7 Time Tips to consider while battling '9 to 5'.

1. Make a list, check it twice, check them off.

Lists are helpful to organize and manage the overwhelm of tasks running through your head. At the start of your day write a list of your 'to do's'. You'll immediately know whether you can realistically manage all you have on your plate for the day. Sort items into 'immediate' and 'by date' categories, eliminate any unnecessary tasks. As you tackle each item ~~cross it off the list!~~

2. Know your POWER HOURS

I get my best work done between 8:00am and 11:30am. I try to keep these hours open for my high energy, creative work as I can produce more in those 3.5 hours than I could in an entire month of afternoons. I schedule meetings and low energy tasks for the afternoon when I know I'm less effective. Identify your own **power hours** throughout the day, and schedule your tasks accordingly.

3. Let go of PERFECTIONISM

When the going gets tough, be happy with progress over perfection. Learn to let go of having everything *just so* and embrace action. We waste a lot of time ensuring everything is perfect, and in the end we're the only ones who truly care. Done is better than doing.

4. Ask for help

If it's connected to my business I truly am the best person for the job. If it's connected to yours, you probably are ... and yet, when we ask for help, we free ourselves from overwork, and often learn a thing or two about teamwork. Delegate strategically. Trust that if it doesn't get done the way *you* would like, it's always easier to correct someone else's work than to do it all from scratch yourself!

5. Say NO.

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Helping people with full schedules and a long list of responsibilities maximize their personal energy



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Who said you have to do it all? And for that matter, who said you have to say yes just because they asked nicely? When someone asks of your time take a moment to consider your options. **Say NO** if; 1) it's not among your responsibilities, 2) someone else could take it on with ease, or 3) you know you already have too much on the go.

6. **FLIP your list.**

Remember that 'to do' list? How far did you get on it today? At the end of each day evaluate your productivity and set a plan for your next work day. Be realistic about what you can achieve in the time you have available.

7. **Add yourself to your schedule.**

Yes, you're busy. Sure, you'd get a lot done by skipping lunch or your workout or your breaks, but what about the quality of your output? Your productivity and effectiveness will increase if you take even a ten-minute break every two hours and overall, you will get more accomplished.

EMAIL COMBAT TACTICS

Let's face it, while e-mail can be helpful in so many ways, that wonderful 'time saving' technology has quickly become one of the biggest time traps in our day. Your goal should be to respond to, file, and eventually delete every email that comes your way. Follow these simple guidelines to break from the bonds of Send/Receive, and see how great the world away from cyberspace can be.

Turn off email notifications

How can you expect to be productive if you're constantly jumping back and forth from the work you're doing to the latest email that just entered your Inbox? Notifications that tell you 'YOU'VE GOT MAIL' are a distraction you can work without. By turning them off you reduce the temptation to peek, and you save yourself time. The truth is you don't need to check your messages until you're in a position to take the time to respond to, file, or delete.

Respond to email at set times during the day. Many people run successful businesses only checking emails once a day! *Can you imagine?* We're so stuck on the idea that we *must* respond to an email immediately that we'll often drop high priority tasks in favour of responding to *any* email the moment it arrives in our inbox. Try doing a quick morning filter of your new messages, and then schedule an hour midday to respond. Perhaps a final check at end of day will ease your mind before you head home?

Re-enter the phone zone.

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Since I began implementing this strategy I'm certain I have saved myself hundreds of hours of back and forth emailing. Before you begin a 'quick' email reply ask yourself "*Would it be faster to call?*" More often than not the answer is YES. When you are looking for a quick answer to a question, trying to schedule *anything*, or when you have several questions that require discussion, you're better off connecting over the phone. Here's why:

A quick answer - "Are we meeting at 11am or 11:30am?" is best done with a quick call since once it's answered you can DELETE and move on.

Trying to schedule - This one often requires back and forth emails as individuals hone in on available dates. Why not pick up the phone and say "Open your schedule". The whole process will take 1 minute and you can once again DELETE.

Several questions – How often do we send colleagues or clients a list of questions via email only to have them respond without answering them all? Additionally, it's very difficult to discuss details and options over email. Pick up the phone. Dialogue then DELETE.

After reading these tips, assess your situation. What do I need to:

Start doing...

Stop doing...

Continue doing...

Do more...

Do less...

Do differently...

"Balance is not better time management, but better boundary management. Balance means making choices and enjoying those choices."

~ Betsy Jacobson

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Sometimes success needs a little help! If you want guidance with your goals email Michelle at info@michellecederberg.com to find out about one-on-one life coaching and to order a copy of her Accountability Journal: **GOT TO IT!** 365 day journal for *getting to* the good things

Every day accountability to help you switch “I’ll get to it” to GOT TO IT! Have better work-life balance, finally fit in fitness, increase your energy, and love your life – one day at a time.

By mentioning this article, Michelle will extend a \$4.00 discount on every journal you purchase and provide a free sample session of coaching.

Michelle Cederberg, CSP (Canada’s *newest* Certified Speaking Professional)
MKin, BA Psyc, CEP *Co-Active Coach*

Michelle Cederberg leads the industry for life balance, health, and stress management programs, resources, and tools that *actually* conquer procrastination, fatigue, and loss of motivation. Her expansive education and experience combined with her unique products, platform skills and messaging help you find the energy to succeed in business and in life, and you’ll have fun learning how. She has built her career since 1990, as a college educator, personal trainer, author, life coach and entrepreneur. As a professional speaker, she shares her experiences in a humorous and realistic way with delighted audiences across North America. This past July she was awarded her Certified Speaking Professional (CSP) designation – the highest earned designation in the speaking business, held by less than 10% of the global speaker’s federation. If you hire a CSP you can be guaranteed a professional, high quality presentation that will make an impact on your organization.

Michelle knows her energy has fueled her business success! Today, through her products and presentations she helps you increase energy and productivity through a small steps philosophy that just makes sense.

Corporate/Group Seminars, Lifestyle Coaching, Product Sales

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