Honoring Your Time with Lacey Schwartz Delgado

Try this protocol for thinking about what takes up space in your day and how to adjust for more personal space.

1. VISUALIZE YOUR DAY
At the beginning of your day, take out a sheet of paper and jot down every hour of the day. For each hour, write down what you currently have planned for that time. For example:

7:00 am: Make coffee, walk dog, get ready
8:00 am: Morning pages, start work
9:00 am: Morning team meeting

2. TRACK AS YOU GO
As you move through the day, take a few moments to jot down how you feel as you move through each hour. What thoughts or experiences arise? For example:

Make sure to also add anything extra that you did during your time block, or cross out anything that didn't happen. This will help you identify where you are multi-tasking. For example:

7:00 am: Make coffee, walk dog, get ready (Tired - didn’t sleep well)
8:00 am: Morning pages, start work (Getting energized from coffee)
9:00 am: Morning Team Meeting (Hard to focus), etc
10:00 am: Work on recap deck + extra call with design team

3. TAKE STOCK
At the end of the day, take a look at your list of experiences and the corresponding feelings. Where could you have made more space for yourself? Did you try to multi-task? How did it impact your work?

4. PLAN FOR TOMORROW
Based on what you observed about today, how can you shift your flow to better serve you tomorrow? Where can you add less multi-tasking and how can you fit in more time for yourself to breathe?

To learn more about Lacey, visit www.getharvest.com/time-well-spent