

Elevate – Time Management

Build a good routine

Great work before everything else

It's easy to get wrapped up in "busy" work those reactive tasks of immediately answering emails, attending to socials or even answering the phone. Put your work first as your creativity and ultimately body of work is what people are going to come to you for not how quickly you emailed them back.

Jump start your creativity

Take some time to understand yourself. What are your work triggers? Keep a journal where you note down the first things you do to start your work day. At first you might think its superstition that you sit in the same chair or make your coffee in the same way, what you might not realise is it is the light that comes through the window near that chair that triggers your creativity for the day.

Feel the frequency

Consistency is key to building a satisfying and profitable small business. That does not mean your days have to be mundane or the same every day. You might have certain days of the week when you do things...for example I write all of our social media posts for the week on a Monday morning then every Tuesday afternoon is for writing email newsletters while Wednesday are for creative catch ups. Find comfort in frequency because then those actions will become automatic to a point where you can take more on board. It also means creating time for your creativity if you have a day, morning, afternoon, lunch break the same time each day or each week your making space for growing and working on a body of work that much larger than today or tomorrow.

Pulse and Pause

Keep an eye out for your own rhythm there is science that proves mentally taxing tasks followed by "busy" autopilot tasks can be super beneficial for our minds to digest the previous task but also taking a 5-10 minute break to sit in the sun or drink a cup of tea by the window is absolutely essential to reboot for the next task.

Get Lonely

Making time to look inwards is important to understand what habit or behaviours are actually unproductive for you. When your in your alone time and you feel pulled in another direction breathe deep, sit up straight and bring your focus back to those basics of breathing in and out. You will find your intentions and goal because much clearer.

Finding Focus in a distracted world

Defend your creative time

We are more connected than ever from social media to text message and phone calls the barrage of interruptions is endless. Book your creative time with yourself and defend it like it's the most important thing in your working life because you know what? IT IS! There is no shame in saying sorry I can't make that meeting I already have an appointment or using that time to ignore emails, turn your phone off! Give your creativity the same respect I am sure you all ready give to others in your life. Undivided attention.

Focus when your fresh

Tackle your big projects in the morning means you are giving them the best of yourself. Your ability to actively curve distractions moving towards the afternoon of your day is always going to be a challenge we are just wired that way. Its ok to prioritise.

Kill the background noise

Turn it off! Ask yourself if I don't email them back for 2 hours will the world end? NO web browsers, mobile phones even home phones take them off the hook. Create the best environment for you to focus.

Make progress visible

Keep a Journal or those daily post it notes on the wall. Not only does it make you accountable for what you have done but its also celebrating success and acknowledging that you are moving towards your intentions ad goals.

Tap into transitional moments

What if you just put your phone down, what if you did not take it on that coffee break or that time you had given yourself to pause. Sink in the serendipity, give your brain a break.

Taming your tools

Keep the long view in view

Use the walls, windows and cupboard around your work area to keep the long term projects in mind. Remind yourself what you are working towards then when you are prioritising your day you can make sure your on the right path. It can be hard working on your own its ok to remind yourself regularly that there is a bigger picture.

Be conscious of your bandwidth

Practice letting go. There will always be more opportunities than you can take on. Its ok to say NO it leaves room for more YES that contributes towards that bigger picture project.

Hit the reset button

Unplug turning everything off and walking away can give so much clarity when you return. The world won't end and if you have staff I am sure they can manage anything that comes up, If you do not have staff put on that auto reply 'Sorry we are out of the office recharging our creative batteries and will be back June 6 to answer your questions or amazing ideas'

Don't hold your breath

Literally! Breathe through every task at every minute of the day. Deep breathing is proven to improve mental focus and physical state.

In imagination we trust

Technology is great but your gut is better, trust it! Your imagination has got you this far not listening to the masses. Busy work is easy; doing your best work is hard and that is why it is so rewarding.

By considering and implementing these practices your building the business you deserve in a constructive and healthy way but also ensuring that your making space to move your creativity forward.