How to Stop Wasting Time

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Two Liner: Let's be honest - very few of use the most of the time we have in the day to our advantage. If we audit our schedule, we'd probably find some hard truths to face. But what if we could turn hours of waste into a lifetime of productivity. Once you learn how to prioritize your time better, you can achieve what you set out to in the most efficient, most effective way possible.

Goals

- Overcome Procrastination
- Less Stress
- More Time To Do Things You Love - like....
- Less Time Doing Things You Don't Love - like....
- Making Time For Loved Ones
- Getting more things done that are of actual value

What do we spend most of our time wasted on?

Scrolling through Instagram feed

Laughing at the most recent trends on TikTok

Binge watching hours of Netflix

Watching YouTube videos you would never tell your friends about

Overly busy schedules

“Everyone says I know you’re so busy”....”I say I don’t want to be known for being so busy...I want to be known for being so productive

> “A busy life is a wasted life” - Frances Crypt

Potential topics to cover/Talking Points

- **Own Your Time - Stop telling yourself “I don’t have time”**

> “At any given time, you are doing what you most want to be doing”

  - Your time is within your control, you are actively choosing to do what you want...that something
    - Ex: Working a 9-5: Having them tell you when to work, take breaks, go to meetings, etc....you’re choosing this....

- **Audit your time**
  - Write down your schedule for any given week and write down
  - This is what we do with every student we mentor at BrainBox - we need to know how you use your time
  - Eliminate bad habits
    - Atomic Habits by James Clear

> “The task of breaking a bad habit is like uprooting a powerful oak within us”

    - Hell Yeah or No - If it gets you pumped, then do that thing. If not, then don’t

Now before we go onto the next point...I want you to think about this...

Do this exercise in your head...This comes from TED talk by Laura Vanderkam

> Most people are fixed on their achievements of last year and their goals for this year...

But if you will....I want you to picture yourself a year from now...it's the end of 2022...what are 3 to 5 amazing things you could accomplish that you would feel proud about? That you could look back on 2022 and say I did that...

Now with each thing as you audit your schedule, I want you to think....does this task, this action, this event...get me closer to any of these 3 to 5 amazing things?

If it doesn't then it might be a good idea to think twice....

- **Systems Not Goals**
  - We don't rise to the level of our goals, we fall to the level of our systems
    - Lack of structure in the initial phases of our company at BrainBox, Sac Street Med
    - Ex: Students who tell you their goals, but then have no system
      - I want to be fit - eating chips
      - I want to be a professional soccer player - no training regimen
      - I want to be a doctor - no system for studying, getting experiences
    - Productivity apps (Notion, Trello, Monday, etc.)
      - Thomas Frank - Notion Tutorials
    - Automation of tasks - Calendly - setting up calls/meetings example

> "Goals are good for setting a direction, but systems are best for making progress." - James Clear

- **Track your time per task**
  - If you don't have a good understanding about how long it takes you to complete a particular task, you may want to time yourself
    - For those who have been doing tasks for a long time, you may know roughly how much time you'll need, but even then...**GYM/TRENT EXAMPLE**
  - Habit trackers (Toggle, eg.)

- **Know your priorities**
  - Ask yourself a few questions
    - What does my schedule look like with this commitment on it?
    - When I'm on my death bed, will I regret NOT doing this?
      - Will help you get over the fear of getting going
  - What is most important to you and your goals?
    - We talked about those 3-5 amazing things

- **Bundle your tasks**
  - Let's you take advantage of Economies of scale" cost savings caused by an increased productivity, to set things up
    - Low physical energy tasks
    - Low mental energy tasks

- **Time-boxing - This is what Elon Musk uses for his incredibly busy days**
  - Cal Newport calls this technique - Time Chunking

  Kyle example...

  - The goal is to give a task a certain amount of time to complete

- This plays into avoiding what's called the Parkinson's Law - Work tends to expand to gill the time allotted for
- Write out your daily plan on a notebook paper or whiteboard - estimate how much time it'll take to complete the task

Practical Daily Takeaways

- Daily Highlight - One for each section - schedule it in your calendar
- Keep a To-do list, physical to-do lists vs. app-based (To-do ist)
- Make a bet with a friend - possibly one of the most effective methods I've used

For Professionals (Be mindful of who you're using this with)

Automate Scheduling - Calendly -

- Emails going back and forth and wasting time setting things up

Quotes

> "Every action is a vote for the type of person you wish to become." - James Clear

> "Time is an illusion" -Carlo Rovelli, theoretical physicist

> "The more you try to do, the less you actually accomplish." -4 Disciplines of Execution