

Carla Reeves

COACHING • LIVE REMARKABLY



Take Your Time Back

7 Unexpected Ways to Find Time to Do the Things that Matter Most

A step-by-step guide, complete with actionable ideas
to make small changes for a big impact

CARLA REEVES

MINDSET | LIFESTYLE COACH

— Hello! —

You know your time is incredibly precious and that your deepest dreams and desires are calling for your attention. So why is it so difficult to actually live true to what you know in your heart?

Most people around us are rushing, stressing, and planning their next move to do more, get better and fit more in so that “someday” they will have time to do what really matters.

Does this sound like you?

It's easy to get side swiped into believing that this is just the way things are, and will forever be this way. After all, everyone else is struggling with time and experiencing the same thing.

However, I think I know something about you. You aren't like everyone else. You want more. You know it's possible, but you're tired of trying the same old thing and getting mediocre results.

That's why I created this guide for you.

If we are just meeting, my name is Carla Reeves. It's my mission to partner with busy, motivated individuals like you who feel like life is running them. Together we intentionally design a way of living that allows you to feel productive AND, more importantly, fulfilled.

Chances are you have tried many tools and tactics for becoming more productive. Yet, somehow, you aren't getting the results you know are possible.

You see, achieving your dreams and goals isn't just about doing the right things - it's about thinking the right things.

A profound shift in how you experience time begins on the inside.

You can apply all the techniques and strategies you want, but until you revamp your inner experience of time, a peaceful, powerful, productive, lasting, positive relationship with time will be elusive.

I too struggled with this for years. Until, I made some simple, high impact shifts. Instead of applying more tips and tools, I started on the inside.

What I discovered is that as I cleaned up the way I thought about time - the way I approached my time began to shift in the most amazing way.

It didn't happen overnight, but with patience, consistency and practice I was able to alter the way I spend my time for good. Time no longer runs me. That heavy weight, the life-long 'burden' of time, was lifted off my shoulders, leaving me empowered, energized and alive!

I want this for you too. I've included here the seven simple, yet profound, steps I took to make this shift a reality.

Let's dive into this inside-out approach at changing the way you manage your time for good.

But first, *high five* to YOU for taking the first step to altering the way you experience time forever.

Here's to you changing the way you invest your precious time.

- Carla

P.S. If you love this guide and want more I've created a step-by-step course that dives deeper into each of these strategies and more, empowering you to make this a sustainable change in your everyday life and equip you to feel productive AND fulfilled. [Learn more here.](#)

#1: Clean Up Your Thinking

“Let us radically alter our thoughts, and we will be astonished at the rapid transformation it will effect in the material conditions of our lives.”

- James Allan

As humans, we are thinking machines. We are constantly filling our minds with thoughts about time and relating to our thoughts as though they are absolute truth. For example, what’s the thinking that stirs in your mind about time?

Here are a few that I hear most often.

- I don’t have enough time.
- I am too busy.
- I have too many things to do.
- I can’t get it done.

These thoughts become unintentional mantras and have a huge impact on the way you feel, approach and ultimately how you experience your time.

IDEAS INTO ACTION:

What are the repetitive thoughts you have about time?

How are these thoughts impacting your experience of time?

What’s one small shift you can make in your thinking today?

How are you likely to feel when thinking these thoughts again and again? Likely, you will feel stressed, hurried, anxious, and distracted causing you to rush from thing to thing while never feeling truly present or peaceful. You might be doing great things, but how likely are you to enjoy it with these thoughts circling in your mind?

These recurring thoughts become a self-fulfilling prophecy. Your repetitive thoughts fuel your actions and approach and ultimately drive your results.

Our thoughts are also the ONE THING we have control over.

What would happen if you began to put more focus on what you are thinking about time?

#2: Ditch the "Someday" Illusion

Stop allowing yourself to be fooled by the "someday" illusion. Resist the urge to put off your life. The well-worn excuses of being too busy and not having enough time are barriers to your best plans. By giving these thoughts power you delay what you really, truly desire under the convincing illusion that "someday" when you have more time, then, and only then, you will do what matters. This sneaky illusion keeps you hopeful, but ultimately at a distance from your truest desires.

The truth is that your life will begin to change when you take an active part in doing different to change it.

It's easy to fall into the idea that someday when you have more time - then you will really start living. Well, guess what - unless you know how to cultivate time for what matters now...you probably won't know how to do it then.

The secret? Learn to cultivate time and energy right where you are so that when you get to vacation, retirement, the new body - you feel good already and the arrival is icing on the cake.

IDEAS INTO ACTION:

Make a list of the things you have been putting off for "someday"?

Next, prioritize your list by numbering the items. 1=most important.

What is one small action you can take today that moves you closer to accomplishing that #1 priority?

How can you keep this in front of you so that going forward you are taking small actions regularly towards your #1 priority?

#3: Upgrade Your Relationship with Time

"Time approached in a new way is your ultimate partner in creating the life you want."

- Steven Griffith

You have a relationship with time. You may not have thought about it this way, but it exists. What would be possible if you intentionally built, nurtured, and connected with time vs. managing, strategizing and working in frustration against it?

You get to determine the quality of this relationship. It could be 'bad', or 'good' or even better it could be 'great'. Take an honest look at the current state of this relationship. This relationship mostly lives in your mind. What you think and believe to be true about time drives

and fuels your approach, your expectations and ultimately your results and experience of time.

Most people are busy trying to change their behaviors and learn new strategies without examining the driving force behind their actions. If you've tried applying new strategies but feel that you make only a bit of headway before falling back to old patterns, you could be making the same mistake.

What's the driving force to changing your ability to more effectively manage your time? Your thinking. Examine and lay a solid foundation first, to set a positive and powerful relationship with time.

IDEAS INTO ACTION:

Acknowledge and examine your own relationship to time. What does it look like, feel like and sound like?

How is this current relationship impacting the way you approach time?

What do you want this relationship to be like? What's one small change you can implement to move the relationship in that direction?

#4: Fire Yourself from Old Jobs

You can find enormous amounts of time and energy here and harness it for the things that truly matter to you! Keep in mind that these can sometimes be blind spots and require a willingness to do a deep dive into your patterns and behaviors that are likely rooted in your past.

Consider that there are old ways of doing things that are robbing your precious time. These behaviors are likely outdated patterns that may have made sense at one time, but are barriers to what you really want today.

“To truly cherish the things that are important to you - you must first discard those that have outlived their purpose.” – Marie Kondo

Emotional wounds from the past can have a huge influence on the way we perform with time today. They can be hard to locate and often feel unchangeable. It requires curiosity and close examination to see if these behaviors are necessary and relevant today. Do they align with what you are up to? Do they allow you to be the best and brightest version of yourself? Perhaps it's time to fire yourself from old jobs.

Examples of “old jobs” - behaviors that have become barriers

- Pleasing others
- Overcommitting
- Over working
- Excessive worry
- Taking too much on
- Overindulging
- Never saying ‘no’
- Overthinking
- Managing other people’s lives

It is easy to blame others (our jobs, our boss, our spouse, our friends, our family) for the lack of time we have due to their demands. **But, extraordinary things happen when you take responsibility for your time.** While there are many places where you can't control your time (i.e. when it comes to your work schedule, etc) these are many places where you DO have control.

Give yourself permission to see things that may be hard to see, but empower you to make important changes. This will allow you to change the way you spend your time for good.

IDEAS INTO ACTION:

Ask yourself the following questions. Write down your responses and identify actions steps you could take today.

What outdated jobs are you doing?

Which one are you willing to fire yourself from?

What could you do with that harnessed time?

#5: Create a Time Vision

Now, it's time to dive into what you DO want for your precious time. In an ideal picture - what does it look like? What are you doing differently? Where are you investing your time and energy? What traction are you making on your dreams and goals? How are you feeling as you navigate your time?

"As we think, so we are; as we continue to think, so we remain." - James Allen

Your old way of approaching time happened out of a need to survive. Your new approach can be

created with loads of intention. Set yourself up for success and pave a path to making the lasting shifts you have so long desired.

Once you've examined and cleaned up your old thinking and behavior, as suggested in #1-4, it's time to cast a new vision for how you want to spend your time.

A whole new world of possibility is available! This is the fun part.

It's time to paint a new picture of how time will look and feel for you.

IDEAS INTO ACTION:

Imagine your ideal relationship with time.

What does it look like?

What are you doing differently?

Where are you investing your time and energy?

What traction are you making on your dreams and goals?

How are you feeling as you navigate your time?

#6: Do Differently

Now that you've reframed your way of thinking, adjusted your relationship with time, and created your vision of what you want - this next step is where the magic happens! We all know the definition of insanity - doing the same thing again and again and expecting a different result. The key with time is to start thinking AND doing differently.

"When you change your approach with time - the way you experience time will change."

It might sound strange, but I have seen it too many times to question it both in my own life and in the lives of clients I work with. When you begin to change the way you behave with time - the way you think about, approach and relate to time - time begins to reflect that back to you in all kinds of wonderful ways. If this sounds a little far fetched to you at this point - borrow my belief until it becomes your own!

IDEAS INTO ACTION:

Five ways to do differently right now:

1. Set aside time in your morning to intentionally plan your day. Ask yourself - what one thing will give me a sense of accomplishment today? Make sure that 1 thing happens. Everything else becomes a bonus.
2. Focus on the time you DO have, instead of worrying about not having enough.
3. Lovingly say 'no' to guard your time and make room for a bigger YES.
4. Take one small step towards something you have been putting off until "someday".
5. When you find yourself sinking into negative thinking - pivot towards what you DO want and take a simple, small action in that direction

#7: Thrive Over Time

These ideas and principles require practice and are designed to be applied again and again. If you find you have slipped into old ways, it's normal. You have been doing things a certain way for a long time.

The key is to pick yourself up and restore your new habits. Consistent use of these ideas and journaling prompts will build a very important habit of staying clear about what you are up to...focused on what you want in your life and in action around your most important projects and goals...

Here are five prompts you can use regularly to keep yourself on track.

1. **Check for alignment:** Are your actions aligned with your most important goals?

Tip: If not, make necessary adjustments.

2. **Collect evidence for how time is on your side.**

Tip: Think of it like a treasure hunt to find all the ways time is actually your partner in creating the life you desire.

3. **Take inventory** of what you ARE doing and what IS happening.

4. **Use blank journaling pages to clean up your thinking**

Tip: Take out the mental trash daily! Pivot to new thinking that supports your dreams and goals.

5. **Commit to 30 days.**

Tip: If you miss a day...pick yourself back up and carry forward! This practice will become a habit and the rewards are sure to keep you coming back.

To Recap

Here's a snapshot of the 7 steps you explored today with me in this guide:

1. Clean up your thinking. It is the fuel and foundation for how you manage your time.
2. Ditch the "someday illusion" and start with simple, small steps today.
3. Honor your relationship to time and it will honor you. You reap what you sow.
4. Fire yourself from old ways of doing things. They are weighing you down and keeping you from what matters most.
5. Cast a new vision. Focus on what you DO want when it comes to your precious time.
6. Do differently. Experiment with changing the way you approach your time and watch your results change too.
7. Take consistent, aligned actions and check in regularly to make sure you are on track with your big dreams and goals.

Next Steps

I trust that your thinking is beginning to stir in a different way after working through these new ideas and reflecting on your own life.

Be on the lookout for more simple, thought-provoking ideas in your inbox to support you in being productive AND fulfilled in your everyday life.

If you find yourself wanting more - here are a few things to check out:

Master Your Time, an Online Experience ...take a deep dive into these ideas and more. Get inspired and fully equipped to deeply integrate change for good.

One-on-One Coaching... Schedule a conversation to explore how coaching can help you make profound, sustainable change in how you manage your energy and time for good.

I'd love to hear from you! What did you learn from this guide? Do you have questions? Email me. I promise to answer. :)

CARLA REEVES
MINDSET | LIFESTYLE COACH

carla@carlareeves.com