

An hourglass with a dark metal frame and glass bulbs, filled with sand, sits on a sandy beach. The top bulb is partially filled with dark sand, while the bottom bulb is filled with lighter sand. The background is a blurred beach scene with waves. The title text is overlaid in large, white, sans-serif capital letters.

THE EXTRA HOUR YOU ALWAYS WANTED

A WORKBOOK BY
ERIN AQUIN



GAIN BACK YOUR TIME

What would you do if you had an extra hour each day just for you?

How would you use it?

Maybe you would finally get to that Yoga class you have wanted to take since forever. Maybe you would take the art class, the writing workshop, the online program you have been thinking about but can't seem to squeeze in anywhere.

Maybe you would use that time to take a bath, read a book or just get a little more sleep.

I AM HERE TO HELP YOU FIND THAT EXTRA HOUR YOU HAVE BEEN DREAMING ABOUT.

In the pages that follow you will find a step-by-step process designed to help you reclaim your time so you can feel less overwhelm about all the "to-do's" in your life and more empowered to spend your time doing more of what you love.

If you do the entire workbook seriously (don't skip a single question and don't do it in your head- WRITE YOUR ANSWERS DOWN) you can expect to get back at least one hour every day for yourself to use however you want.

THERE ARE 24 HOURS IN A DAY. YOU DESERVE AT LEAST ONE FOR YOURSELF.



WHAT IS MOST IMPORTANT?

**MAKE A LIST OF YOUR TOP FIVE PRIORITIES IN
ORDER:**

1.

2.

3.

4.

5.

**WHY DID YOU LIST THEM IN THIS ORDER? WHY IS
#1 SO IMPORTANT TO YOU?**



WHAT WOULD YOU DO WITH AN HOUR?

**BRAINSTORM THE WAYS YOU WOULD LOVE TO
SPEND AN HOUR ON YOURSELF IF YOU HAD AN
EXTRA HOUR EVERY DAY?**

**IF SOMEONE GAVE YOU THAT HOUR TODAY,
WHICH ONE WOULD YOU PICK?**

**HOW WOULD THIS SUPPORT ONE OR ALL OF
YOUR TOP PRIORITIES?**



WHY THIS MATTERS

Before you do the deep work to gain back an hour of your precious time, you must be clear on where you are starting from and what you want to do with that "extra" time.

You can learn all the productivity and calendar tricks you want, but if you aren't clear on why you want this time for yourself and what you are going to do with it once you get it, then you will likely fill it up with things that aren't deeply important to you.

Someone who is starting from a place where their daily calendar reflects their top five priorities with number one getting the most attention and energy and number five getting a smaller amount probably doesn't feel they "need" an extra hour because their time and energy are being spent on the things that are most important each and every day.

THE TRUTH IS MOST OF US AREN'T SPENDING THE MAJORITY OF OUR TIME AND ENERGY ON WHAT IS MOST IMPORTANT IN OUR LIVES.

So the next thing you need to do to is look back at what you did yesterday and decide how much of what you do in your day (that doesn't fit into your top five priorities) you want to continue doing on a regular basis.

IF YOU ARE SERIOUS ABOUT GETTING AN EXTRA HOUR IN YOUR DAY YOU NEED TO BE HONEST ABOUT HOW YOU SPEND YOUR TIME NOW.



HOW ARE YOU LIVING?

**LIST EVERYTHING YOU DID YESTERDAY FROM
WAKING UNTIL YOU WENT TO BED:**

(IF YESTERDAY WASN'T A TYPICAL DAY FOR YOU, DETAIL YOUR
TYPICAL DAY INSTEAD)

**BASED ON THIS, ARE YOU YOU LIVING IN
ALIGNMENT WITH YOUR TOP FIVE PRIORITIES?
WHY OR WHY NOT?**



TIME & ENERGY AUDIT

**1. RE-WRITE EVERYTHING YOU DID YESTERDAY
(OR ON AN AVERAGE DAY) THAT WAS NOT ONE OF
YOUR TOP FIVE PRIORITIES:**

**2. BESIDE EACH ITEM LIST HOW MUCH TIME YOU
SPENT DOING IT.**

**3. CIRCLE THE TIME BLOCKS YOU ARE WILLING TO
GET GO OF FOR THE SAKE OF FINDING THAT
HOUR.**



ARE YOU WILLING TO GIVE YOURSELF TIME?

**DID YOU FIND AT LEAST 60 MINUTES OF TIME
THAT YOU COULD RECLAIM FOR YOURSELF?**

**ARE YOU WILLING TO GIVE THINGS UP IN YOUR
REGULAR ROUTINE TO GAIN BACK TIME? WHY OR
WHY NOT?**

PLAN ON IT BEING CHALLENGING

If you looked at how you are spending your time and it wasn't aligned with your life's priorities you aren't alone. I often coach clients who are shocked at how much time they spend daily on things that are not on their top five priority list.

Once you see how you are really spending your time, it can be easy to think that you will just gain back an hour by swearing off some other item that you deem a time waster.

Let's say you want to spend an hour each day meditating or practicing yoga and when you do this time audit you find you spend SEVERAL hours each day checking your phone or on social media.

IT CAN BE TEMPTING TO THINK "I WILL JUST QUIT SOCIAL MEDIA AND TURN MY PHONE OFF WHEN I GET HOME FROM WORK".

Although some people have no problem doing this, most of us find it challenging to simply change an ingrained habit overnight. In the next page, I want you to list all the potential obstacles you foresee when it comes to getting this hour back in your day. Be totally honest with yourself and brainstorm all the excuses your brain will come up with.

After you plan for the obstacles that WILL come up, spend time creating solutions for how you will deal with each and every one.

OBSTACLES & STRATEGIES

EXAMPLE: IN ORDER TO RECLAIM AN HOUR IN MY DAY FOR YOGA & MEDITATION, I NEED TO GIVE UP AT LEAST 60 MINUTES OF THE TIME I SPEND ON SOCIAL MEDIA AND CHECKING MY PHONE.

LIST ALL THE POTENTIAL OBSTACLES THEN A STRATEGY FOR EACH ONE:

Obstacle: I use Social Media for my business so I have to be on it.

Strategy: Schedule 2 x 15 minutes sessions for social media each day and don't check it at any other time.

Obstacle: My phone is always on and nearby because I need to make sure I am available for my kids when they aren't home.

Strategy: Leave ringer on for calls only (no app notifications) and remove apps I usually waste time using that don't align with my top five priorities check emails on my computer not on my phone.

Obstacle: I like seeing what other people are up to via social media and texts.

Strategy: Schedule 5min 5x/ day I can check phone and respond to texts etc. Make an effort to catch up with close friends in person and not via texting or social media messages.



OBSTACLES & STRATEGIES

**IN ORDER TO RECLAIM AN HOUR IN MY DAY FOR
_____, I NEED TO GIVE UP 60 MINUTES
OF _____**

**LIST ALL THE POTENTIAL OBSTACLES THEN A
STRATEGY FOR EACH ONE:**

SHOW UP FOR YOURSELF

If you did all the steps in this workbook then by now you are clear on:

- what you would do with an extra hour in your day
- what your main priorities are
- how you are using your time right now
- how much of that time is being spent on things other than your key priorities
- the obstacles that will come up as take back that hour
- strategies to ensure you are successful

YOU HAVE DONE THE WORK TO GET THIS TIME BACK. HONOUR THAT BY SHOWING UP.

It is easy to get this far and feel like the work is done. The next step is to make sure you show up for this one hour appointment with yourself.

Some days you might not feel like meeting yourself especially if you are using this hour to cultivate a new habit or practice.

When that happens, I hope you will return to this workbook walk through the steps again and decide what you are willing to change in order to put yourself back on your list of priorities.

If you want support as you do this you can reach out to me at: erin@aquinyoga.com and learn how to work with me.

REMEMBER: THERE ARE 24 HOURS IN A DAY. YOU DESERVE AT LEAST ONE FOR YOURSELF.