



TIME MANAGEMENT

for Entrepreneurs
& Professionals

How to turn
time into
Productivity



by **Abigail
Barnes**

REVISED & UPDATED

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THE 888 FORMULA

We all have the same 24 hours, but we don't all have the same beliefs about time. In particular the value of it, how you use yours to do one thing versus another. Was that the best ROYT (Return on Your Time)?

The 888 Formula is a cutting-edge, holistic approach to work life balance. It is a practical framework that helps individuals audit their life against 3 key metrics and identify areas for development.

1. Rest - 8 Hours
2. Activities - 8 Hours
3. Work - 8 Hours

It is the optimum way to break down a 24-hour day based on science (how much sleep the human body needs to rest & repair) and cultural norms (the hours of a working day). The Formula gives you an instant high-level snapshot of your current time allocation, and this information is the gateway to creating better work-life balance.

DO YOU IDENTIFY WITH ONE OR MORE OF THE FOLLOWING?

Are you:

- | | |
|------------------------------------|-------------------------------|
| 1. Constantly busy | 10. Frustrated |
| 2. Easily distracted | 11. Looking for your purpose |
| 3. Overwhelmed | 12. Demotivated |
| 4. Struggling to fit everything in | 13. No work/life boundaries |
| 5. Uncertain about where to start | 14. Close to burnout |
| 6. No idea where the time goes | 15. On a hamster wheel |
| 7. Find it hard to remain focused | 16. Juggling everything |
| 8. Always being interrupted | 17. In need of a holiday |
| 9. Feel unproductive | 18. Is balance even possible? |

Once you understand the consequences of how you spend your time each day, whether that is feeling anxious, stressed, overwhelmed, or burnt out you will regain the power to decide what needs to change.

Just as we all have the same 24 hours, we all have the power to make changes, however big or small. We enjoy enough freedom to turn around our metaphorical car and drive it to a new destination.

8 HOURS - REST

Why do we sleep? The human body needs sleep for a variety of different reasons ranging from cell regeneration to allowing the mind to process and recalibrate the activities of the day. Moving memories from one part of the brain to another other.

When we sleep our bodies go through 4-6 sleeps cycles per night depending on how much sleep we need/how much sleep we get. A sleep cycle is divided into 4-phases and lasts around 90 minutes.

This part of the formula also looks at cutting edge research into activities like micro breaks (napping), mindfulness and meditation as forms of restorative rest.

8 BENEFITS OF SLEEP

1. During sleep our bodies rest, restore and rejuvenate, muscles grow, tissue repair, and hormones synthesize.
2. During sleep we solidify and consolidate memories from the day; information & experiences are transferred from more tentative, short-term memory to stronger, long-term memory. This process is called consolidation.
3. Cytokines, a type of protein that targets infection and inflammation, produced and released during sleep.
4. The quality of your sleep directly affects the quality of your waking life (mental & physical health).
5. Restorative sleep enables you to work, learn, create, and communicate at your full potential.
6. Making time to get the sleep you need each night means your energy, efficiency, and overall health and productivity will increase.
7. No other activity delivers so many benefits with so little effort (ROI).
8. Sleep is the rest, reset & regulation our bodies need to keep us alive!

SLEEP CYCLES

As previously mentioned when we sleep our bodies go through 4-6 sleep cycles per night depending on how much sleep we need/how much sleep we get. A sleep cycle is divided into 4-phases.

Phase 1. Non-rapid eye movement (NREM 1)

Phase 2. Non-rapid eye movement (NREM 2)

Phase 3. Non-rapid eye movement (NREM 3)

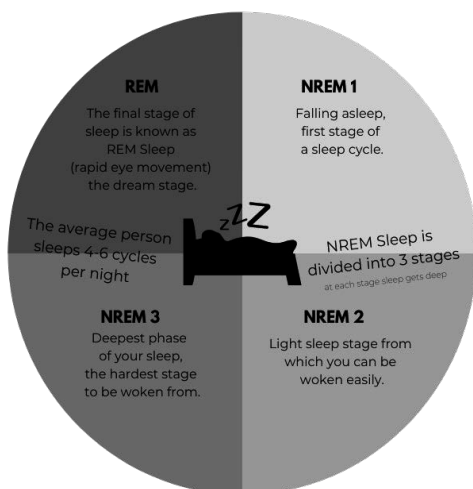
Phase 4. Rapid eye movement (REM)

When we first fall asleep we go into non-rapid eye movement sleep phase (NREM 1), at this stage we are still in light sleep and can be roused easily, there are 3 more phases like this.

At NREM 3, this is when we are in the deepest phase of the cycle, and if you were to try and wake someone up from this stage of sleep they would be disorientated and groggy. The final stage of the cycle is known as rapid eye movement sleep (REM), the stage at which people tend to dream.

A whole cycle lasts around 90 minutes and at each stage the body is working on repairing and restoring a different part of itself. To find out more I highly recommend reading *Why we Sleep*, by Matthew Walker.

See the diagram below for an illustration of what happens while you sleep.



THE POWER OF NAPPING

Contrary to popular belief people who take naps are not lazy - they actually understand how to recharge their energy and generate more, according to a study carried out by the School of Psychology, at Flinders University in Adelaide, Australia.

Having a 10-minute nap produced the most benefit in terms of reduced sleepiness and improved cognitive performance; but don't nap for longer than 20 minutes as the effectiveness diminishes and longer than 30 minutes can lead to grogginess and disorientation.

MICRO BREAKS & MINDFULNESS

Rest doesn't just have to be sleep. In *The Art of Rest* by Claudia Hammond she shares the results of research she carried out with 18,000 participants to better understand how people unwind, calm down and recharge.

The book covers the top 10 activities people find most restful (well worth a read) For now I will focus on micro breaks and mindfulness, Hammond quotes research that revealed 40 seconds spent looking away from a complex task at a postcard of nature improved concentration.

Were you ever told off in school for looking out of the window, when you should have been working? You were taking a micro break without even realising!

Mindfulness is a huge subject, and in simple terms it's any activity that brings you back to the present moment. I start most days with a mindful walk in nature, taking photos and noticing what's around me, the colours, the shapes, the types of animal, the bird song and the sounds.

If you don't have time/are unable to leave your desk. Look away from your screen and, notice the things in the room around you, the colours the shapes, the temperature of the room. What can you smell?

Close your eyes, breathe in through your nose and out through your mouth three times, drink some water and get back to work. I am a huge convert to Breathwork and recommend that you look into it for energy and meditation/mindful benefits. Consult a medical doctor if you're unsure whether something is right for you.

MEDITATION

Meditation is a type of mindful activity that relaxes your nervous system, moving it from fight and flight mode, into rest and digest.

When I meditation I sit on a chair and focus on my breathing (for 8- minutes) allowing my thoughts to float past like clouds; it takes practice and some days are easier than others. I also remind myself that even though the results may not be immediately visible, something beneficial has happened.

There are many styles of meditation and you may feel too busy to do it, but the science is there to support the health benefits. Do some research and find something that works for you - use how you feel as your guide.

8 HOURS - ACTIVITIES

This part of the formula covers everything an individual does on a daily basis that isn't related to Rest or Work. It is the jam in the 888 sandwich.

People are shocked when they realise that these 8 hours are divided between time spent food shopping, cooking and eating, washing of all kinds (clothes and body) beauty and skincare routines, and the house work. Time for family and relationships, personal time to journal/read/exercise, time with pets. Time to manage personal/life admin, time to study and attend networking and training courses and events.

As well as time for hobbies, your daily commute and let's not forget time for Netflix and relaxing.

THE WORK LIFE/BALANCE MYTH

Think of someone you admire - you have the same 24 hours as they do. Granted you may not have their parents, their intelligence, their bank balance, or their entourage, but get excited for a minute you DO have the same amount of time as they do each day, and unless they inherited their wealth, they have been where you are.

Which by my calculations means if it is possible for them, then it is possible for you too!

Whether the glass is half empty or half full is irrelevant.

SUCCESS MINDSET

Do you want to believe that if you knew what they did, had similar habits and mindset to them and took different actions to the ones you do today, then things in your life could change? Maybe not immediately but do you believe that change is possible?

Success mindset is a choice, you don't have to think optimistically, but if you can change the way you look at things, then the life experience you are having will change.

Habits are soft-wired in our brains; they are learnt behaviour that can be unlearned, and reprogrammed. Our brains are 'plastic' and recent scientific discoveries in the field of neuroscience show that contrary to their previous understanding of how the brain worked - new neural pathways continue to be made in our brain throughout our lives.

It was believed that plasticity could only happen in the brains of children up to a certain age, but it turns out that our brains continue to learn and evolve until we die (you can teach an old dog new tricks as the saying goes) so it's never too late!

RETURN ON YOUR TIME

How you invest your time, is creating the reality you are experiencing as you read this book right now.

Your life experience to date is the culmination of the things you have been doing and continue to do day in day out.

Back on that cold February morning in 2012 the only thoughts I remember having in the moments I believed I was going to die were regret. That I'd never truly lived, that I'd spent 99.9% of my time and my life doing what I thought I should be doing and 0.1% doing what I wanted to do and then feeling guilty about it for ages after.

So I begged the powers that be for another chance and I promised that I'd spend my second chance sharing this message with the world.

It's your time!

Before that day I didn't know life could be different, that there were other ways of doing things. Everyone I knew was doing it the way I was doing it.

Personal development wasn't what it is now. The Internet, Google, YouTube, Instagram weren't what they are today. Inspirational books were few and far between, no one was sharing their success tips or f**k up stories and mobile phones were for calls and text messages only.



TIME MANAGEMENT TIP

'Don't regret the decision you didn't make, chances you didn't take, and life you didn't live '

These days you can find answers to your questions at the click of a button. Every day another piece of history is being re told and new role models are stepping into the light.

This pillar of the Formula can be anything you want it to be. We overestimate what we can achieve in a day, and fail to appreciate our lives are a marathon not a sprint.

WHAT DO YOU WANT?

Dare to dream. Use this section as your opportunity to name the things you want to change and commitment to do whatever it takes to stick to your decision. This is your life.

TIP – Visit www.successbydesigntraining.com to find out about the training, workshops and experts we've partnered with to bring you the solutions to your problems.

8 HOURS - WORK

For the last few hundred years society has traditionally operated a 5-day week with an 8 hour working day model. In recent years some industries and sectors have adopted a more flexible approach to work based on the premise that 'as long as the work is done' then the logistics are up to you.

All training in this area of the formula focuses on sharing tips, tools and strategies you can use to improve your productivity, working smarter, not harder.

STRUCTURE YOUR DAY

Whether you take 8-hours to complete your daily activities or 12 hours to do 8 hours of work, the choice is yours.

Gone are the days of long hours for the sake of it. Being busy is not a badge of honour - it's a red flag.

If you're working for a visionary organisation you will probably know much of what I am about to share. Keep reading.

Whether you run your own business or support people in an organisation productivity matters.

Time is finite; decisions about resource allocation need to be constantly reassessed, you can't reclaim what's lost but you can stop wasting what you have.

Is this my top priority?

Is a question that you must ask yourself regularly. Priorities and the world change fast and things are not slowing down any time soon.

How you spend your time matters; it's either building and growing a business or organisation, or it's being wasted on low value tasks or non urgent priorities, and as time machines don't exist (yet) it can't be recovered.

The ability to continually evaluate and respond is a skill worth developing.

WORK FUNDS DREAMS

Our training teaches professionals and business owners how to improve their productivity and maximise time.

'When you love what you do you'll never work another day in your life'. It can be quite annoying to hear people say things like that, if what you do can also be stressful at times. Once you have a plan and you practice it daily you will

notice improvements. You were born to live, not to spend all your time working, no matter how much you might love what you do. Get your balance back and you'll get your life back.

No one ever died saying they wished they had worked longer hours!

8 STEPS TO BECOME A CONFIDENT TIME MANAGER

1. It's my time
2. I decide how to organise my to do list
3. I am flexible and able to respond quickly when things change
4. I take responsibility for completing my tasks on time
5. I ask for help when I need it
6. I resist procrastination because I hate feeling stuck
7. I get my work done during my contracted hours
8. I feel confident saying no to speculative requests

ENERGY MANAGEMENT

While our time is finite our energy is rechargeable. Below are activities I do on a daily basis to ensure I stay and perform at my optimum all day long.

We call it the 8-Minute Recharge and the activities fall under 3 pillars:

1. Movement
2. Mindset
3. Mindfulness

Each pillar has its own activities and we recommend you try them and interchange until you find a routine that works for you.

TIP – Visit www.successbydesigntraining.com for more information about our 8-Minute Recharge training and find out how you can use simple 8-minute activities to reset your energy throughout the day.

ABOUT THE AUTHOR

Abigail Barnes is the founder of Success by Design Training, an award-winning entrepreneur, author, speaker, and corporate trainer on time management and productive wellbeing. She is a qualified coach and creator of the renowned 888 Formula.

Success by Design Training is on a mission to share The 888 Formula with 1 million people by 2025, helping entrepreneurs & professionals find their way to reclaim an hour a day and improve their work/life balance!

TRAINING & ENQUIRIES

At Success by Design Training we work with Organisations, Professionals and Entrepreneurs that want to learn the tips, tools & strategies they need to MAXIMISE their time & resources. Who are ready to be more productive, elevate their influence and manifest more opportunities & money without sacrificing their wellbeing or lifestyle.

We Offer: Self-Study Programs, 1:1 Coaching, Online Group Programs, Workshops, Consulting Services and Keynote Speaking.

Book Abigail to speak: All talks and training are bespoke tailored to your event agenda, training requirements and audience. They can be delivered in person, online or hybrid.

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