

L.I.F.E. Coaching

Learning ... Inspiration ... Fulfillment ... Excellence

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You and your business



Feel as though your business consumes you?

Yes, keeping a business running can be gruelling – long days, constantly thinking about new ways to attract customers/clients, keeping an eye on cash flow, not to mention long-term planning and keeping the paperwork and office organized. How many hours are you devoting to your business and is there any time left for you?

By incorporating some personal planning tips, you can make time for yourself, creating more energy and inspiration for your business.

Family time

If you're married and raising a family, you know how important it is to make time for those relationships. Children grow up quickly and a marriage needs nurturing. If you are working to support your family but do not have time to spend with them, you may need to re-evaluate the human costs of business. The adage *working to live*, not *living to work* may be worth reflecting on.

Diet and exercise

No time to eat or even plan meals? Is exercise the last thing on your agenda? It's easy to forget that we need to prioritize our health in order to have the energy needed to run our business. Make good nutrition and exercise a priority; book an appointment with yourself to walk at least three times a week and take some time on Sunday afternoon to plan your meals for the week.

Hobby time

Plan some type of activity that you enjoy. What hobbies do you have that take you away, help you to lose track of time, and are just plain fun?

Social time

Does your to-do list take precedence over your friends and social events? It's very easy to find yourself isolated if you consistently put work before friends and social activities. Make some dates for social outings with friends.

Reflection

Quiet time for reflection is important for rejuvenation, creative thinking, and generating ideas for better use of your time. Set aside 15 to 30 minutes each day, before you begin your workday, just to sit quietly and tap into what is important to you. Quiet reflection is a great tool for setting the tone for the day and enables you to handle business problems and challenges with more patience, ease, and confidence.

What can you do to save time?

Hire help

It is tempting to do everything yourself. After all, this is your business, you have devoted your heart and soul to it, and someone else might not invest the same level of care that you do. While this may be true, you may also be setting yourself up for burnout in the long run. If your budget allows it, hire some help.

Get organized

Staying organized gives you more mental clarity and peace of mind. If you feel you are constantly putting out fires, it may be time to brush up on your time-management skills. Commit to learning new time-management skills and actually use them. Set aside one day a week to plan for the following week and learn how to prioritize tasks and follow through to completion anything outstanding that drains your energy.

Make your plans

Remember that business plan that's sitting in a file somewhere collecting dust? Resurrect it. Review and tweak it. Jot down your ideas, use calendars and planners, write down concrete goals for your business in the new year. What business challenges are you facing? What steps can you take to address them? Review what is important to you about owning and running your own business? What has changed for you since launching your business? If you take the time to reflect on and answer these questions, you will come up with new and progressive goals, ideas, and a vision for you and your business.

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