



Claudia Romero

Finding Your Extra Time

HOW TO SET S.M.A.R.T.E.R GOALS

*(And achieve them so you can
get The Life You Want)*

GOALS AND ACTIVITIES WORKSHEET

THE S.M.A.R.T.E.R. FORMULA

This method is simple but effective way to help you to set and get goals in any area of your life - when applied it increase 10 times your chances to achieve goals.

SPECIFIC

- Your goal has to be clear, defined and concise, something that you can always have your sight on.

MEASURABLE

- You have to be able to measure progress, tracking if you are getting closer to completion, and see if you need to change anything to be able to achieve your goal.

ACHIEVABLE

- Have to be challenging enough but at the same time realistic so you know and believe you are capable and it is possible to get it.

RELEVANT

- It has to be something that will help you in your life, and that it will move you closer to your main purpose and dreamed life you always wanted. It has to keep you motivated to keep working on it.

TIME BOUND

- It has to have an end date, that way you are motivated to achieve it on the date set it also help you to push you to catch up if you are getting delayed.

EXCITING

- It has to be something that lights you up and bring joy to your life, that will keep you engaged and motivated to get the results you like.

REWARDING

- You'll finally get to the finish line and you'll feel proud of your achievements, it will gives you a emotional reward, but also you can do/treat you with something special



PRIORITISE - THE ABCDE METHOD

Prioritising can help you to know exactly what you have to do first and so on, and it can save you so much time and energy. Order your activities accordingly to which one brings you the most impact in your life and daily routine.

A-LIST

- Are all those important activities that **must be done** by you and no one else. There are the activities that would produce a big impact in your life and you have to take action on them..
- State or write all your **A activities** and put them in order of importance so you will have a list with A1,A2,A3...

B-LIST

- Are all those activities that are important but not as much as the ones on the A-List. These are your **should be done** activities, that would produce an impact in your life and would help to achieve your goals.
- State or write all your **B activities** and put them in order of importance so you will have a list with B1,B2,B3...
- In theory you should **NEVER** start a B activity if you havent finished your A activities.

C-LIST

- Are all those activities that **don't have consequences** if you do them or not. There are nice to do but they don't produce a real impact in your life.
- You can do this activities in between A's and B's activities if they don't take you time or make you lose focus.

D-LIST

- Are all those activities that **you can DELEGATE**. Someone else can do them for you to help you and sometimes they can be faster and better in doing it. It will free you time.

E-LIST

- Are all those activities that **you can ELIMINATE**. You don't need clutter in your life and these activities usually would steal time and won't give you anything to contribute in achieving your goals.



PLANNING AHEAD

Have a good diary where you can add all your commitments and simple to do lists - paper or digital as you prefer. Write things down, nobody's memory is perfect it will save you many minutes of trying to remember things.

YOUR YEAR Dec/Jan or Jun/Jul

- Add all the commitments that you know and cannot be moved (Birthdays, working hours, medical appointments, School term dates, etc)

YOUR MONTH Last Sunday previous month

- Create one or 2 goals per area (work, social, family, health, personal) and focus on them, write the actions you need to achieve those goals
- Set the activities that you know you have to deal with (school/children activities, work meetings, gym classes, etc)
- Plan your holidays if you know when you will take them.
- Plan your shopping (those things you can buy on bulk for the month) Try to do most of your shopping online, saves you time, in travelling and walking around for hours looking for stuff you need.

YOUR WEEK Sunday evening

- Prioritise what needs to be done and write it on your diary. Don't overload keep it simple.
- Plan your meals for the week so you go shopping only when needed (aim for online shopping so you are not tempted with stuff you don't need).
- Automate things that can be schedule ahead (ie, Social Media Posts, email replies)

YOUR DAY The evening/ night before

- Sit down for 10 minutes to plan your day ahead. Create your To Do lists with what you need to do in each category (work, home, family, etc) Just 2-3 things for each one maximum.
- On your main tasks and activities, do what is most important first and the small stuff later. Focus for periods of time and finish what you should.
- Leave some time free that gives you flexibility and you can use as you like.



MANAGE DISTRACTIONS

Distractions are everywhere. They arrive via email, cell phone, coworkers, etc. I've found that cutting out all distractions for a set time is one of the most effective ways to get things done in less time. If you work from home dedicate a time frame to focus on/in work activities and avoid to mix that up with personal tasks like the laundry or wash the dishes. When you work, work!

SOCIAL MEDIA also internet and TV

- Turn off apps notifications, email and text alerts on your phone so you're not interrupted,
- Step away from any Social Media, YouTube, Netflix or surfing, Web browsing is a huge black hole in time spending. Before you realise it, you may have spent hours browsing while generating very little value.
- Stop checking your emails every 5 seconds to see if you got something new, I found that the best routine (that works for me) is to check emails and social media 3 or 4 times a day (morning, lunch afternoon, evening)
- Record all of your favourite TV shows so you can skip commercials (15 minutes savings per 1 hour show.) also because you can choose when to sit and watch things. Ideally, to save time we could stop watching TV completely – but I wouldn't be realistic.

SET BOUNDARIES

- Learn to say NO, don't commit to do everything for all the rest before doing what you have to do yourself and don't offer yourself to everything; you don't have to be the supermum that has to bake all the time, make all the children's homework projects or be the only one doing everything at your office
- DELEGATE, is the biggest time saver. See if anything could actually easily be done by someone else, colleagues, your children, a professional – and then get them to do it!
- TEAMWORK a good one can get a large project completed in an amazingly short amount of time. Two heads things better than one after all.

FOCUS

FACT: The time spent per day being interrupted and trying to refocus is 2.1 hours.

- Practice time chunking--focus on a project for 30 minutes without interruption, then take a 5 minute break; repeat as necessary - Use Pomodoro Technique.
- Focus your attention on one thing at a time when working. Cutting out multitasking leaves you to focus more intently on the task you need to and finish it to completion, rather than having many tasks started and nothing finished.



HABITS

Commit to change, after a few months with your new routine you will see the difference in your time scheduling and you will have more free time to do what you really like to do. But it needs effort, persistence and consistency.

BE PRODUCTIVE

- Know your body clock. When we are most awake we get things done more quickly and usually do a better quality of work. Use those times to do the activities and tasks that required more of your concentration
- Do less to get more. Sometimes doing less activities per day will bring you better results than doing a lot. You get to a point where being super-productive on too many fronts at once causes all activities to slow down, stand still and sometimes even slide backwards. Being busy means doing stuff, being productive means getting stuff done.
- When you have overload of information or ideas in your head, do a brain dump, have a notepad with you and when an idea cross your mind write it in the note pad and move on what you were doing.

TAKE ACTION

- Spend less time whining, making excuses or over-analysing things. There comes a time when you have to stop evaluating something and just bite the bullet and do it.
- Stop worrying, that will drain your energy and is a time waster, even will keeps you from sleeping.
- Avoid procrastination. Take action and do what you have to do, contemplating taking action isn't taking action. It gets nothing accomplished.
- When you start to drift away of what you should be doing, take the 5 second rule approach (Mel Robbins) - count to 5 and take action.

ME TIME

- Exercise it boosts cognitive function, creativity, problem solving and productivity. Be as active as you can in your usual routine. Staying active over the course of the day will keep you fitter and help you be more alert so you naturally get more done.
- Make time for yourself, for you alone, to do what you like and enjoy. Block time for yourself without feeling guilty. This way you will recover your energy, you will be happier and get things done much more quickly.
- Dedicate time to be with your children, be present and avoid checking your phone or talk about work when you are with them. involve them in daily tasks, they can learn new skills and you won't be spending time doing what they can do themselves.



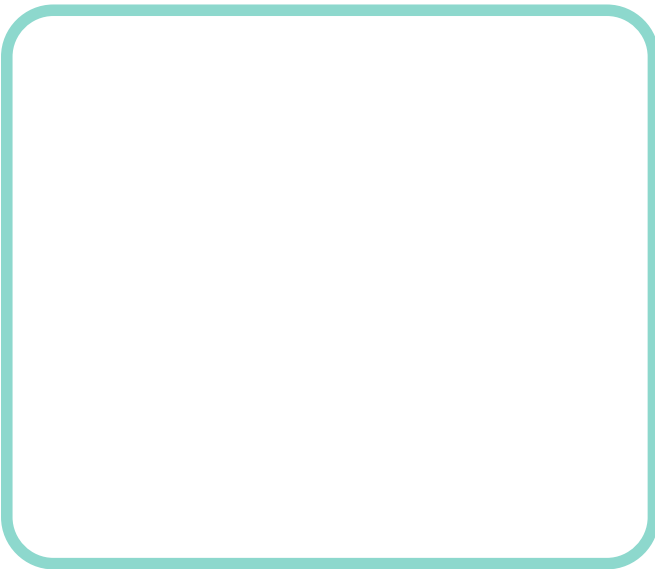


YEAR

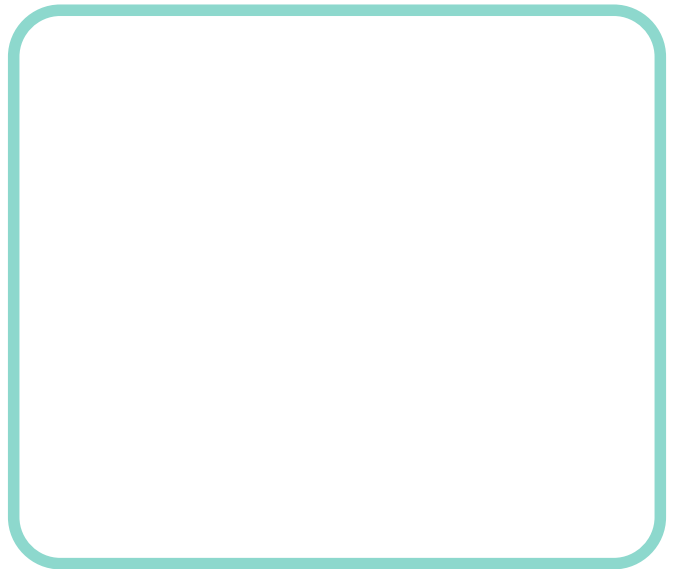
MAIN GOALS

HOW I WOULD LOVE MY LIFE TO BE
WHAT I REALLY WANT TO ACHIEVE AND WHY

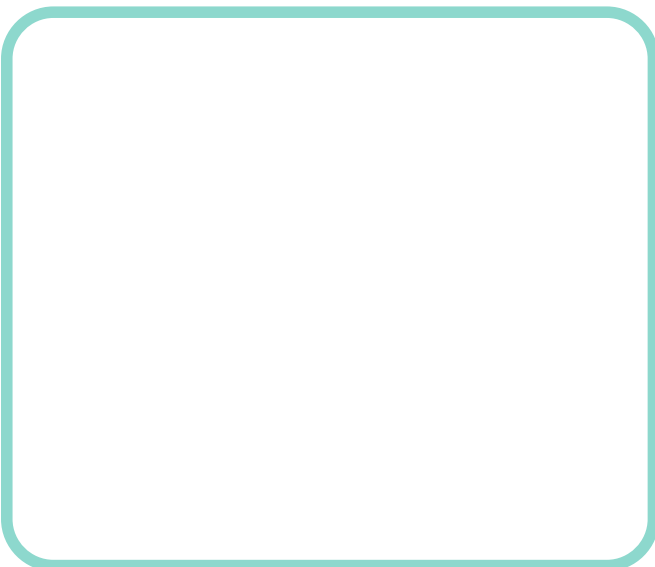
PERSONAL



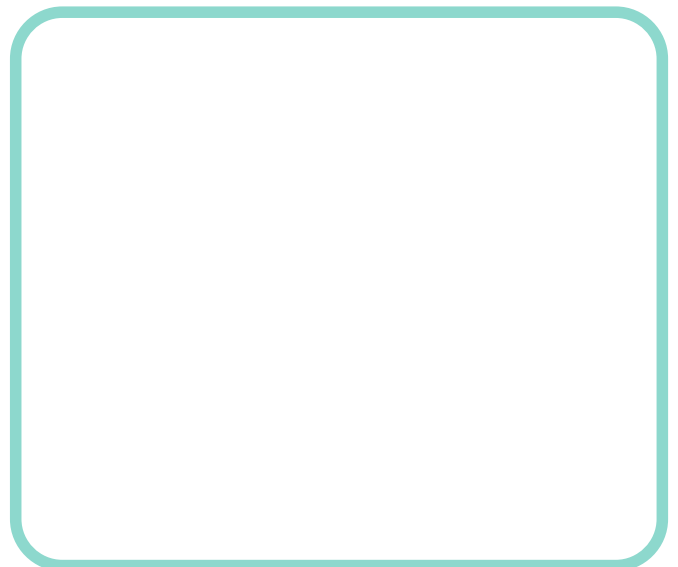
HEALTH



SOCIAL



WORK / CAREER



YEAR

**MAIN ACTIONS THAT I NEED
TO ACHIVE MY GOALS**

SKILLS TO MASTER - HABITS TO STICK - BAD HABITS TO DROP

P E R S O N A L

H E A L T H

S O C I A L

W O R K / C A R E E R

MONTH

MAIN GOALS

PERSONAL GOAL:

HEALTH GOAL:

SOCIAL GOAL:

WORK/CAREER GOAL:

WEEK 1

Goal/Focus of the week:

Main Activities to reach goal

WEEK 2

Goal/Focus of the week:

Main Activities to reach goal

WEEK 3

Goal/Focus of the week:

Main Activities to reach goal

WEEK 4

Goal/Focus of the week:

Main Activities to reach goal



MY DAILY PLANNER

DAY & DATE:

GOALS / ACTIVITIES

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NOTES

DON'T FORGET:

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IMPORTANT:

TO DO:

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A GOAL WITHOUT A PLAN IS JUST A WISH

Antoine de Saint -Exupery

If you use these techniques together, the rate of success is 10 times higher than not using anything at all.

But to succeed you need:

- DECISION
- DETERMINATION
- DISCIPLINE

Being constant and persistent will bring you the benefits you would like to see in your life. And keep the positivism always.

YOU WILL ACHIEVE YOUR GOALS -
DON'T START BIG, JUST START.



ABOUT CLAUDIA

Claudia Romero is an Edinburgh based graduate, entrepreneur, and busy mum of three, who has developed an approach that gives her time to manage everything.

My mission & vision

My promise is that following simple steps with consistency and perseverance you can have at least 30 minutes every day to do whatever is most important for you.

I have personal experience of dealing with a hectic life. I work with many people, helping them to regain control of their time, and identify and enjoy what is most important in their lives. What drives me is the knowledge that my approach can make a huge difference, as it did for me. I want to share it with as many people as possible, and help them rediscover their happiness, reducing stress and struggle. Make precious time work for you.

Stop the overwhelm and start your new happy life!

Want to know more?

Getting results and time back is not easy, but it is totally possible, sometimes is difficult to do it alone by yourself, but with help things are easier and you can achieve progress and see the results faster.

If you like to know more, get more tips and have more tools on how to get time back and enjoy your own life you can follow me on Social media or contact me.

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