YOU GOT THIS

TEAM NO SLEEP

GRIND

HUSTLE

PURPOSE VS PASSION

STOP FEELING OVERWHELMED

3 steps to get more done in less time

KARINA AHRER

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Karina Ahrer

OVERWHELMED BY ALL THE TIME MANAGEMENT HACKS OUT THERE?
AND YOU DON'T KNOW WHAT ACTUALLY WORKS?

"Time is relative"
Albert Einstein

A few years ago I had the same feeling.
I started my first semester at university and I was overwhelmed by everything I have to figure out, study and fit into my weeks. Being the first one in the family to study and stressed to find friends doesn't help.

The good thing first:
1 minute is always 60 seconds.
Every person has the same amount of time every time.

So, if someone can do it (like me) then you can do it too!

Time is precisely calculated, but what you do with the time and how you experience time is relative.
We all have the same 24 hours each day, but we use it differently. Successful people use it more efficiently than others.

So how is it possible to get everything done you're overwhelmed with currently?
Time management!

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In the next pages I'll share with you 3 strategies with tools and exercises to start immediately.

These are the most simple steps I started with to be able to:
- study Architecture with good grades
- work part-time
- be a popular president of a student organization for 2 years
- and start writing online

and still had free time to spend with my loved ones.

The biggest mistake you can do now is expecting your life to change from one day to the next. It didn't happen for me and it won't happen for you.
It takes time to establish habits and a new mindset.
I made this mistake because I'm impatient. I tried a lot of strategies and hacks, and after 2 weeks I quit because I didn't see any results.

Stick with me for more than 1 month and the hard work will pay off.
If it makes it easier for you, find yourself a small reward you get everyday for sticking with it.

I hope the tips will help you as much as they helped me. I wish you all the success in the world and fun with my guide.

All the best,
Karina

PS you can find more additional resources here
www.karina-ahrer.com

1ST STRATEGY: SETTING PRIORITIES

"I don't have time" isn't really true. Everyone has the same 24 hours each day.
The first step is to find the important things to prioritize. Based on those you choose how you spend your time each day.

Imagine a friend says they don't have time to meet you. It might sound harsh, but it means you are not their top priority right now.
Your friend just has other things as a priority, like scrolling Instagram for an hour each day, and that's important to them at the moment.

Don't worry they didn't choose Instagram over you on purpose, but they might be addicted to social media or just seeking approval from others. A common addiction in the 21st century.

"When someone tells you they are too busy. It's not a reflection of their schedule, it's a reflection of your spot on their schedule."
Steve Maraboli

So, let's figure out which tasks are important to you, and with which you are wasting your time.

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EXERCISE

Take a look at all the things you have to do. It's important to get an overview of everything, and then we can analyze them based on your priorities and the importance.

1. Write a list of all the things you have to do.
   Get them out of your mind, and you will not forget them.
2. Find the 3 most important tasks for the day
   Those are based on your values and goals, and also your responsibilities you accepted

Those are the mandatory 3 tasks, the rest is not important today and you can prioritize them tomorrow, or you delegate them.

Prioritize the tasks which are most important for your success, your values, and your future. Don't let someone else tell you that this is important today.

To figure out what is important and urgent, we use the Eisenhower Decision Matrix to organize the to-dos.
Go through them and sort them based on what's important to your life and future. And is it urgent or not? Does it need to get done today?

	Urgent	Not Urgent
Important	**Do** *Do it now.*	**Decide** *Schedule a time to do it*
Not Important	**Delegate** *Who can do it for you?*	**Delete** *Elminate it*

The Eisenhower Decision Matrix - © Luxafor.com

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This matrix helps you to understand which tasks need to get done, or which you can delegate or even delete from your list.

Things like exercise, eating well and quiet time should be scheduled every day, as they are important for your health and productivity. They can get quite urgent if you don't take care of yourself as soon as you're sick.

You need your energy and healthy body to focus on the tasks that are urgent and important.

Ideally, you don't have many urgent tasks because you planned ahead, and you won't need to put out fires.

Additionally to your own tasks, there will be external to-dos from your work or family coming in-between scheduling.

You took the responsibilities of the job and your family, so you cannot delete them from your to-do list. But analyzing them based on the Matrix can help you find solutions that don't need you to be there.

Can you delegate some tasks to your kids or your partner? Is something really as urgent as your boss says?

You only have 24 hours a day, and you have the ability to choose how much they influence your life.

From my experience

For 2 years I was the president of a non-profit student organization, and there are some things you cannot control and you have to take care of immediately. I didn't let it influence my calmness by having the flexibility to change plans.

I learned how to deal with stress, a team and flexibility.

I prioritized my volunteering and my studies over partying or watching TV. And my part-time work was the least of my priorities, my bosses knew that and I could leave whenever I had to.

So when the courier suddenly arrived with 40 packages of flyers a few hours early I didn't stress. I tried to delegate it and if that didn't work, I was able to leave work and go there.

YES

"*Your decisions reveal your priorities.*"
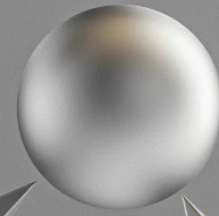Jeff Van Gundy

NO

WILLEM BUIJS 1977

2ND STRATEGY: STOP PERFECTIONISM

Everything in life is imbalanced. Every project, product or customer has 20% important tasks that make up 80% of success, and the rest is for the least important stuff.

You have to figure out the important 20% and do them. Perfectionist lose a lot of time trying to do the 100% but 80% are unnecessary.

Are you a perfectionist? Do you spend a lot of time on your projects, and in the end, you don't have time anymore for self-care or other important things?

Take a moment and review:

• Was this extra work to make your project perfect really necessary?
• Would you have gotten a good grade or your money also with 80% perfection?

Nothing is perfect in this world.
Nature is not perfect. The earth is not perfect.
There will always be 80% that only make 20% of the project, which are unnecessary 20%.

Most of the time, quantity is better than quality.
For online writers, it's important to publish as much work as possible in the beginning to get followers and reach people, and that way you learn how to write and you will get better. You can analyze what is getting better and what didn't work out. You can risk something. You can try out stuff.
You put out imperfect work to try, figure out what works and what doesn't and practice the skill.

Find the 20% that make 80% of success, and then do those things as often as possible.

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If you think things through too much, you will lose a lot of time, and that's actually procrastinating to hit publish.
Take action!

By doing that you will have more time for other important things like exercising, and spending time with your loved ones.
Don't lose that to perfectionism!

From my experience

My master thesis is not perfect. I got a B and I passed.
Guess what? Nobody cares about my grade. I can still be a good architect.
I could've put in more work and time. A few more months or a year more to make it perfect. But I would've had less time for my online writing, self-care and I would've done it next to a job.
This extra time and work wouldn't have been worth it for a better grade.
Instead, I have a full-time job and more time for my online business earlier. More freedom and less stress earlier.

Do you remember the stressful time before exams in high school to get the perfect grade?
And does anyone care now about the grade you had 5 years ago in history? No?
Then why do you think the grades matter now?

"Perfection is the willingness
to be imperfect"
Lao Tzu

3RD STRATEGY: SAY NO

Time management doesn't mean that your whole life needs to be planned through and be as efficient as possible. No!
Your body and your mind also need time to relax. It's more about prioritizing your life and the important stuff, and then say no and let go of everything else.

Say no to meetings if you don't need to be there.
Just no and read instead if that is more important right now.

Take some time to relax, and put it on your calendar as a time block. Make dates with your loved ones and also with yourself.
That's the reason why we are doing time management: to have time for our loved ones, our hobbies, and our health. You have to prioritize them.

Your boss wants you to be in a meeting: if it's not important for your work, or you get the same information from the protocol afterward, then say no.
You don't have to do everything your friends do. If you don't like hiking, then say no and do some self-care instead.
You don't have to party two times every weekend because you're a student. If you prioritize your studies, then you can say no. (of course partying is allowed, just make sure it doesn't interfere with your goals)

By forgetting yourself and not taking care of yourself you will not be able to be there for other people.
You will burn out.
You will be stressed.

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In the end, stress can kill you. Then you cannot help anyone anymore.
Don't be that kind of person!

Taking a break and getting 8 hours of sleep is more important than the next big party.
If you are sitting in the lecture tired, then your concentration will lack.

Saying no is an important step to manage your time, to take breaks and then to be more efficient afterward and get more done in a shorter period of time.
You cannot do everything.
But you can do what it's important to you!

The iPhone got popular because of it's simple design and user interface. It takes work to simplify and let go in this world full of distractions and ads telling you how to be the best and prettiest.

FROM MY EXPERIENCE
In the first semesters I thought I just have to sleep less and take no breaks to get everything done. I wasn't my priority.
But the body and the mind need breaks to gain energy and process information. I was stressed, sick and overwhelmed all the time. My brain just couldn't process the world.
As soon as I realized this and made myself a priority, I got better grades and had more energy to have fun with my projects and my friends.
I had to cancel some parties but being healthy during Christmas break was worth it!

"It's only by saying no that you can concentrate on the things that are really important."
Steve Jobs

BONUS LESSON: MY BEST PRACTICES

As a bonus for making it this far and being ready for a change, I'm sharing some best practices from my life:

IF YOU HAVE A TEAM: DELEGATE!

The advantage of having your own team or employees is you can delegate the things you don't want to do, are done easily or are not so important. I delegated the marketing strategy to the marketing department and the graphic design to the graphic design team in my organization. I would have the ability to do the posters and flyers on my own in Photoshop, Canva, or InDesign, but as the boss, I have more important things to do.

IF YOU HAVE A MEETING: HAVE AN AGENDA AND A GOAL!

Preparing for the meeting is a huge time-saving point. Prepare an agenda and set a goal before it starts and write it to all the participants. Everyone knows what they expect, can prepare themselves or even skip it if they don't need to be there.

PREPARE!

As already said in the last point: preparation saves you a lot of time. Not only for meetings but for everything. Before you start a task, prepare everything you need and think about the goal and how to achieve it. That way you find faster solutions, and you find everything faster (if you prepared the right links or tools).

> *"By failing to prepare, you are preparing to fail."*
> *Benjamin Franklin*

COMMUNICATE!

I wasted a lot of time figuring out solutions to problems because people didn't communicate. Someone didn't ask for help or instructions before starting something, and then made a crucial mistake.

In a team, you have to communicate, so that you know what the other person is doing, and the other person knows what you are doing. You will figure out problems faster, and you will not do something twice.

Filter emails!

Filtering emails is a huge time saver in the student organization I'm volunteering for. I get many emails as I'm the president and included in every email list. Gmail has great filters and labels to sort your emails. There are some emails that I don't need in my inbox (for example the graphic design team is ordering posters). I filter that immediately to a folder and mark it as read. If I really need that information at some point, I will look at it.

Ask for help!

So many problems and wasting time doesn't need to happen if you would ask for help! For example, you have the task to prepare some sales page on the website, and you don't know how the website works. Ask someone who does know! Or google it! The best programmers also don't know everything, they know how to google efficiently. At my organization, we have a lot of how-tos. Check those out! There are a lot on Youtube!

Have a big why!

You can plan ahead and say no as much as you want, if you don't take that time to work on yourself or your passion, then time management is useless.
Find your why in life, and you will have the motivation to work on your passion and yourself.
I know my life goal and values, and I decide and do stuff according to them. I'm motivated to achieve my goal and to work on it.
Find your goal/why and you want to have more time to work on achieving it!

"He who has a why to live can bear almost any how."
Friedrich Nietzsche

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BOOK RECOMMENDATIONS

I couldn't know any of this without great books that helped me along the way. These are my favorite books about self management:

- "Essentialism" by Greg McKeown
  This is the best book I read about time management so far, because it's not about it. It's more about life and figuring out what is really essential. It's not about how to manage time but how to get more time by removing things, tasks, projects and people from your life which you don't need.

- "The 80/20 Principle" by Richard Koch
  This book is all about the Pareto principle. A lot of great examples and how to apply it.

- "The 7 Habits Of Highly Effective People" by Stephen R. Covey
  You all should know this book. It's a classic and a must-read for everyone.

- "Effortless" by Greg McKeown
  This is continuing after "Essentialism" on how to effortlessly work on the essential things in life.

- "Atomic Habits" by James Clear
  If you want to start new habits based on the steps in this book, you should take a look at this book about habits. Start in small steps and follow the tips of James Clear. Establishing habits will become really easy!

ENJOY READING!

PS You can find all the links and more books in my reading list:
check out my reading list of all the books!

ABOUT ME

I'm Karina and I write about time management, self-improvement and introversion online and in my weekly newsletter!

I'm writing to help other introverts like me find success in this loud world. This includes time management, motivation, self-confidence and growth.

Through reading and studying personal development and time management
I managed to study, work a part-time job and be the president of a student organization for two years at the same time. And I still had free time to write online and spend time with my loved ones.
I'm sharing my knowledge to help people like you succeed in a loud world full of distractions. I know you have the potential to become someone great!

I wish you all the best and a lot of success,
Karina

PS This is the start for unlocking your productivity potential. When you're ready to get to a higher level, check out my online course with 7+ chapters full of tools and strategies!

Get daily motivation, tips and inspiration on social media:
- Blog: karina-ahrer.com
- Medium: @Karina Ahrer
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I'M GRATEFUL FOR YOU BEING HERE!
THANK YOU!