

Talane's Top Tips for Creating Time and Space

(check those that are true)

1. I keep my gas tank at least half full.
2. I am always ten minutes early and never rushed.
3. I am free of all addictions and attachments.
4. I have a daily routine that is a pleasure.
5. I use a time management system that works so I do not miss or forget appointments.
6. I do not run yellow lights, speed or tailgate. I let other cars in.
7. I don't do laundry or housework.
8. I spend ten minutes every day sitting and doing absolutely nothing.
9. I have one night a week just for me, free from business and personal appointments.
10. I have a day of rest free from any work (traditionally Saturday or Sunday) every week.
11. I have nothing in my home or in storage that I haven't used in the last year or find absolutely beautiful.
12. I pay bills automatically on-line or by direct debit.
13. My groceries are delivered weekly.
14. I check my email once or twice a day at the most.

The more of these you have checked off, the more time and space you will have and the easier life will be.