

A woman with long brown hair, wearing a white lace top and a black skirt, is walking past a white brick wall. She is smiling and looking down. The image is overlaid with a semi-transparent white box containing text.

8 Ways To Create More Time In Your Day

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Know Thyself

Are you a morning planner & an afternoon executor? Do you need absolute silence or the buzz of traffic at the office [or local coffee shop]? Plan accordingly and organize your day according to when, how and where you work best [and when your energy serves you!].

Get It Right

It feels good to be busy, right? What's important to remember is that busy doesn't always equal productive. Too often we waste time updating those files [that should be automated anyway!], fixing details on our website [that literally no-one notices] or spending time on work that is outside our zone of genius [that someone else could do much better & faster]. Make sure you're spending your time on the right things, that every item on your priority to-do list is directly related to building your business, generating revenue and connecting with clients.

Stay In Your Zone

What's a Zone of Genius, anyway? Your Zone of Genius is the place where your strengths + passions meet. What are you undeniably skilled at + what fills you with so much energy & joy you literally lose track of time? THIS is this sweet spot from which you should be operating.

Keep It Simple

Get even more done in your day by planning to do less. Yes, you heard that right. Instead of piling in several meetings and projects each day, block off working hours so you can focus in and get it done. We're not wired to multi-task and productivity actually plummets by 70% when we put too much on our schedules. If you want to get more done, plan for less.

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Open the Gate

Learning to delegate is one of the toughest skills for entrepreneurs & leaders alike. It's not easy to trust someone else with your vision or brand. Embrace this skill by focusing on the benefits - removing items from your list that fall outside of your Zone of Genius will keep you aligned with the work you're meant to do and you're giving someone on your team a new challenge and opportunity to shine.

Get On Up

Have you heard that sitting is the new smoking? Researchers are now finding that sitting for longer than 30 minutes at a time can be detrimental to your health. Protect your health and boost your energy by moving throughout your day!

Fill Your Cup

There are many reasons why Nordic countries top the list of the UN's annual World Happiness Report, which includes rankings such as workplace happiness. A key reason is that time off from work for holiday is taken seriously. The Scandinavian culture understands that in order to perform, you can't overwork. You must take time off and completely unplug. And given the data, they're doing something right.

Break It Down

How often do you take a step back and look at your business strategically? If you don't, you should. Every CEO, executive and leader needs to spend time working on their business and this includes strategic planning. I recommend annual planning and breaking down major goals into 90 day sprints - anything larger and it'll be difficult to track & see progress.

Meet Liz!

Liz Czepiel, founder of www.lizabethczepiel.com, is a performance and productivity coach and consultant for entrepreneurs and executives. Serving as a strategic business partner, she helps leaders turn exhaustion into efficiency & focus by developing personal accountability measures, building strategic plans for growing their business and talent pipeline, and strengthening leadership skills. Liz also partners with startup organizations to provide strategic and turnkey learning solutions.

Liz has coached leaders, managed high potential leadership programs, built talent assessment centers and launched diversity & inclusion organizations at several global and Fortune 500 firms including Spotify, Booz Allen Hamilton, United Rentals and the Department of Homeland Security. She has been featured in Forbes and Diversity Journal. In addition to her consulting practice, Liz serves on the faculty at Northeastern University.

Liz holds a bachelors degree in Business Management from Babson College and a masters degree in Social-Organizational Psychology from Columbia University.

