

5 TIPS TO

find time

when you have no time

*short term care for long term benefits*



embrace your uniqueness



# You need quick help, so let's get down to it

You spoke, and I heard. I have designed this e book to help all midlifers who have no time do do things they love, let alone take care of themselves.

I know it, I have been there.

So, these tips are designed to give you 5 simple steps you can implement right away , in whichever way you think it will serve you best.

*Aim for consistency. not perfection*

Keep coming back to this booklet and use this as a reference point to truly feel more at ease, even if you have the busiest day ever.

Sending you love and light,

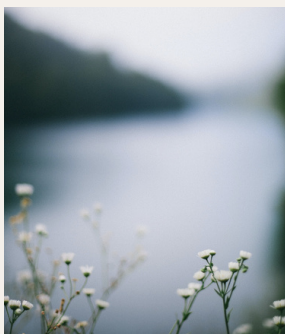


*Ansua*  
xxx

# Tip #1

## Awareness

Sounds kinda new age, doesn't it? But don't let the simplicity of this fool you! Acceptance of where we are at is the beginning of change. Remember what you are aiming for here is consistency and progress, not a radical magical formula that will create time and space at the snap of your finger....although that might be nice, too!



### Action point

Note down tasks and activities that you are performing, your everyday routine, the good, the bad, the ugly. No judgement here. You are going to write down all that you do. Use the list next page or create your own.

# Tip #1

Your turn

## Awareness

### MY MORNING

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- 
- 
- 

### MY AFTERNOON

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- 
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- 

### MY EVENING

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-

# Tip #2

## Identify

From the list you just created, categorise your tasks under what you have to do, what others can do, and which ones are no longer relevant. Take your time doing this. Use the sheet next page to fill this in or create your own fun table. Be mindful especially of the 2nd and 3rd column. When in doubt, always run your tasks through the 2 step questioning process: \*

Question 1: Is this true? That I have to do this task myself? If answer is yes, ask...

Question 2: Can I be absolutely sure that it is true?



Me



Others



Eliminate

# Tip #2

Your turn

Task	Me	Others	Eliminate
<i>Ex: cook dinner every weeknight</i>	Yes	<i>Possibly? Mo/Wed get kids involved</i>	

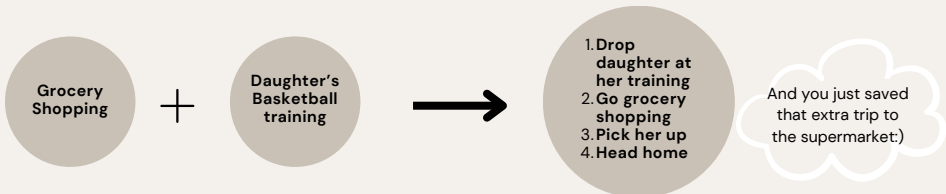
## Tip #3: Execute

Now that you have clarity on which jobs you need to do, because there is only one you (yeah), which ones you can involve others in and which ones to eliminate, I want you to stop and give yourself a pat on your back.

**Well done!!**

Let's move forward

For the **"me"** column allocate pockets of time to bundle up tasks. For example, you might go grocery shopping on Saturdays between 11 and 12 when your daughter has basketball training. Combining tasks like shopping when you are out running errands, or putting laundry in the machine while you are cooking dinner and then taking the wash out of the machine once dinner is done will combine tasks that then will feel like you need less time to do more:)) And what could be more satisfying than that.



## Tip #3: Execute

For the **"others"** column ask yourself which tasks can be delegated. Could you do the following, for example:

**Now:** Drop off and pick up children from various activities

**Replace:** Car- pool with other parents, so you can take turns driving a car full of kids (fun, fun:))

**Now:** Cook dinner every weeknight

**Replace:** Involve children to cut up vegetables on two days a week; get pizza delivery once a week; have fun and easy recipes that everyone can contribute to making (and following an online tutorial is a great way to begin)

**Now:** Clean house every weekend

**Replace:** Incentivise kids to fun clean their rooms (bonus, they get to watch their favorite movie afterwards); get a professional help maybe once a month for deep cleaning; organise clean and wine parties with fellow moms (these are so fun, I promise you!)



Now: doing everything yourself:(



When you allow others to help:)



Hey, look at you!!



## Tip #3: Execute

Now for the “**eliminate**” column, be a little careful and exercise caution.

Too often, either we are easily dismissive about something, or we hold on really really tightly to something that no longer is relevant in our lives.

Does that invitation to a party truly speaking to your inner soul or are you simply going because you don't want to hurt your friends feelings. And I totally get it, you are kind and want to do the right thing by everyone....but you can't and you shouldn't.

**Here's why.**

**Every task that you do is taking away time from something that you could do instead.**

Let that sink in for a while.

So mindful and compassionate with what you eliminate and in turn be grateful for that experience to have crossed your path. Now, it is time to do a little disappearing act on those tasks that are no longer serving you. Have fun!!

If this is not a hell yes, go back and re-think how you can optimise bundling

## Tip #3: Execute

Your turn

Me Tasks	Bundle tasks	Pockets of time	Time saving genius
Driving daughter to basketball game	Driving to town, so get grocery done	Saturdays, 11 to 12	✓

If this is not a hell yes, go back and re-think how you can optimise bundling

## Tip #3: Execute

Your turn

Others Tasks	Outsource Idea 1	Oursource Idea 2	Time saving genius
Cooking dinner every weeknight	Mo/Wed get kids involved	Pizza night on Thursdays	✓

If this is not a hell yes, go back and re-think how you can optimise bundling

# Tip #3: Execute

Your turn

Eliminate Tasks	My compassionate answer	Makes me feel	Time saving genius
Party on 24th October	Thank you for thinking of me. Shall we catch up for a drink soon? Would love to meet up once things have cleared up on my end.	Empowered, in control of my time, relaxed	✓

## Tip #4: Guilt-free zone

Do you feel a little guilty at asking others to help or worse, at saying no to someone?

**Then, you need to move into the guilt-free zone.**

Now, these last two tips are more about mindset and behaviour, whereas the first three were action oriented. For we all know, that unless your behaviour shifts and you start thinking and feeling differently, all the good work you have done so far will not stick for a long time. And before long, you will find yourself doing the same old, same old and feeling overwhelmed and frustrated.

Your mission, should you choose to accept, is simply to repeat these mantras as you move through your day, bundling, delegating and eliminating. Repetition is highly recommended:)

### **Mantras for a guilt-free life**

I am perfect in my imperfection

I am a lovable human

I take care of others and myself equally

It is okay for me to pause and breath

I always act from a kind and compassionate place

## Tip #5: Self-nurture

Your last and final tip is to find moments when you can truly ground and nurture yourself.

And I know, before you start reprimanding me, but Ansua, I don't have time...let me stop you right there and ask you the following:

Do you ever stand in a line at a coffee shop, bank, check out, airport check in?

Do you ever sit in a car in traffic?

Do you ever take a shower?

If you have answered yes to these, which most humans will, then please let me explain.

We cannot control what life throws at us, and many of our best laid plans will often go astray (as the poet Burns reminded us). What we can still do is move through these challenging situations with as much grace as we can muster. Now before you start asking how this will save you time, let me assure you that if you cultivate small moments of self nurturing (and no, I don't mean going to a spa or getting a manicure, although they are nice too) and sprinkle them throughout your day, time will slow down for you. Don't take my word for it, try it out.

It is magic, I promise!

# Tip #5: Self-nurture


Your turn

Next time you stand in line or are under the shower:

- Take slow and deep breaths
- Check in with your senses:
- Look around and observe...what do you **see**? Flowers? Sky? Clouds? People? The water from the shower head?
- What do you hear? Cars? Children? A plane? Coffee cups?
- What do you smell? Coffee? Scent of the person in front? The car seat? Your shampoo?
- What do you taste in your mouth? Chewing gum? A fruit?
- What do you feel on your skin? Sunshine? Raindrops? Your jacket? Fresh cool water?

Do this with utmost sincerity and wonder, as if you are living through everything for the very first time.

Life is a privilege and we get to live it. There is much love and joy here for us. Learning to appreciate what you have will bring peace, even in challenging times. We are all in this together.



Psst: put away your phone for this exercise, you can reach for it later

# Thank you so much for allowing me to be your guide

I hope you found what you were looking for and these tips will help you find time when you have none.

If you would like to work with me,  
please reach out for a free initial consultation and let us collaborate  
on how you want your future to be.

Drop me an email: [ansua.dutta.coaching@gmail.com](mailto:ansua.dutta.coaching@gmail.com)

And also, let me know how these tips helped you!

Drop a ❤️ on IG [ansua\\_dutta](https://www.instagram.com/ansua_dutta) to say hello

*Ansua*  
xxx

Ansua has a great capacity to listen attentively to everything you say and helps you perceive yourself and others in a deeper manner, offering new perspective and sharing her wisdom. She encourages you to explore and unfold those deep inner thoughts, all through kind and respectful techniques.

-S.S, Barcelona, Spain

