

E V A N S

Time-Saving Hacks to Make the Most of Your Day

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If there is one common complaint amongst us all, it's that there are simply not enough hours in the day. Eight hours of work plus the elusive eight hours of sleep recommended by experts leaves just eight hours for everything we need to get done. Those extras that we actually want to do for our own personal wellbeing and enjoyment are often the first to fall off the priority list.

When it comes to living a happy, healthy, and fulfilled life, there is a golden rule: work smarter, not harder.

Many of the tasks that we labour over each day can be streamlined to afford you more time doing what you enjoy. Whether that is seeing friends and family, taking a nice long bath, or *finally* finishing that box set, it is important to carve out part of your time dedicated to the most important person in your life: yourself.

To help you make a start, we have compiled five time-saving hacks that you can implement into your routine to make the most of your day.

1) Simplify Decision Making with the Eisenhower Box

A favourite of corporate bigwigs and all-round productive people, this strategy was designed by the 34th US president Dwight Eisenhower. It is a simple decision-making tool that asks you to categorise today's actions into four boxes:

- Urgent and Important: tasks you will do immediately
- Important, but not Urgent: tasks you will schedule to do later
- Urgent, but not Important: tasks you will delegate to someone else
- Neither Urgent nor Important: tasks that you will eliminate

By using this strategy at the beginning of each day, you can easily and effectively decide what is worthy of your attention. The matrix can be customised to suit you. For example, we

don't all have the luxury of someone who can pick up our tasks and so you can remove the delegation category from your own matrix.

It can be difficult knowing how to categorise your daily or weekly tasks. Eisenhower declared that "what is important is seldom urgent and what is urgent is seldom important", which may help to place your to-do list into perspective.

We can get so caught up in the of details of day-to-day life that we rarely take a few minutes to assess how we spend our time. This hack can help you make the most of your day by only focusing on what truly needs your attention today.

2) Embrace meal prep

Preparing meals is not just the habit of gym bunnies and body builders. It is a strategy that is growing in popularity as we continue to lead increasingly busy lives.

If you weep at the mere thought of cooking dinner after a long day at work, meal prep could be the answer to your prayers. The more extreme preppers among us create their entire week of meals in advance, but even simply batch cooking a couple of recipes can shave hours off each day.

As with many hacks that save time in the long run, meal prepping does demand a chunk of your time to begin with. If you can spare an hour or two on a weekend to whip up some delicious meals, you will reap the rewards all week long.

3) Clean your space

Taking the time to clear your desk – or wherever you spend most of your time each day – will typically take a matter of minutes, but the effect on your wellbeing is huge.

Working and living in spaces that are cluttered and disorganised can impact your productivity, increase anxiety, and lead you to waste unnecessary time on tasks.

Decluttering your space removes distractions and clears your mind - leading to time optimisation!

4) Create a capsule wardrobe to make getting dressed a breeze

We've set the best of intentions: our alarms are on, we've done every step of our skin routine, and we have even got into our favourite pyjamas to get us ready for sleep. So why, when it comes to the morning, do we still wake up late?! It happens to the best of us, but the panic of choosing an outfit against the clock never gets any easier.

If you find yourself choosing clashing colours and mismatching prints in a hurry, it is time to create a mix-and-match wardrobe.

The best way to do this is to look at what you already have. There is probably more potential there than you think! Then fill in the gaps with statement pieces that you can mix-and-match any day of the week. Check our collection of workwear and style staples for inspiration.

By strategically curating your wardrobe to include pieces that perfectly work together, you can sleep easy knowing that a fabulous outfit will be at your fingertips come morning.

5) Prepare for tomorrow, today

We get it – when leaving work, or finishing your tasks for the day, you just want to relax into the evening. The problem with that is that tomorrow rolls around, and you feel woefully unprepared. Starting the morning in a frazzled state does help you make the most of your day!

Before you leave your workspace or start your commute, write a quick to-do list of the tasks that you know need doing tomorrow. That way, you can handle any curveballs as future-you is armed with a helpful list of must-dos.

You can even go one step further and prepare your lunch, gym bag, or outfit the day before, providing precious minutes to spend on the things you enjoy!