

## Freeing Up Time to Grow Your Business

In this exercise, you'll take actionable steps to reclaim at least **one hour each day**—a total of 7 hours a week—to invest in building your business.

This is a critical mindset shift.

Many women give away their time to everyone else, leaving little for themselves. But as a professional business owner, your time is your **most precious resource**, and this exercise will help you protect it.

### Why This Matters:

Your business thrives when you prioritise tasks that directly contribute to its growth. By eliminating obligations and commitments that no longer serve you, you free up time and energy to:

- Focus on income-generating activities.
- Avoid burnout by working smarter, not harder.
- Create a sustainable work-life balance from the start.

### Your Objective:

Free yourself from **at least one hour per day** over the next 90 days.

By letting go of **at least three commitments, chores, or obligations** that consume your time and energy.

## Here Is How:

### Tool 1: The Power of Saying NO

Saying no is a skill you can develop to protect your time without overexplaining or feeling guilty.

#### 1. **Filter Everything**

Ask yourself this question for every task, chore, or commitment:

*Does this directly support me in building my business right now?*

- If the answer is no, it's time to reconsider.
- Remember, this applies to personal commitments too.

#### 2. **Practice Saying NO**

Here's a simple script:

"I'm not going to be able to do this."

- No need to overexplain or make excuses.
- Stand firm, even if guilt arises—it's normal but not a reason to keep saying yes.

### Tool 2: Delegate or Outsource

Identify tasks that can be handed off to someone else, especially in your personal life.

Examples:

- Hire a cleaner, even if it's just for a couple of hours every two weeks.
- Order groceries online to save time.
- Involve family members with recurring tasks.

Even small shifts like these can reclaim hours of your week and save lots of energy by reducing mental load.

### Tool 3: Create Supportive Beliefs

Adopt beliefs that reinforce your worth and help you value your time.

Example:

- Primary Belief: ***I'm highly creative***
- Supporting Belief: ***my money is in my creativity.***

Coming from a place of this belief will support you in making decisions and taking action that aligns with it, i.e. make sure you have lots of time for creative tasks like content-creation or marketing.

### Bonus Tip: Set Boundaries on New Requests

Establish a rule for the number of unscheduled commitments or requests you'll allow into your calendar.

For example:

- Limit yourself to **one unscheduled appointment per week or month.**

This boundary helps you:

- Stay focused on your priorities.
  - Avoid overcommitting to things that drain your time and energy.
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## Your Assignment

### 1. Review Your Calendar

Look at your schedule for the next 90 days and identify:

- At least three recurring commitments or chores to eliminate.
- Tasks you can delegate or outsource.

### 2. Practice Saying No

Use the script provided and stand firm in your decisions.

### 3. Choose Your Beliefs

Write down one primary belief and one supporting belief about how you value your time and role as a business owner.

### 4. Set Your Boundaries

Decide how many unscheduled commitments you'll allow and stick to it.

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## Reflection Questions

- How does freeing this time make you feel?
- What changes do you notice in your energy and focus?
- How does valuing your time impact your business and personal life?