



*Achieve  
MORE  
by doing  
LESS!*

4 SUPER-SIMPLE TACTICS TO  
CRUSH OVERWHELM AND  
ENJOY MORE OF THE THINGS  
YOU LOVE

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Are you  
ready to  
get your  
time back?

# Step ONE: Take stock

How do you spend your day?

What does your typical day look like?

In order to make meaningful and sustainable changes, you need to know what your current situation is. This activity will help you paint an accurate picture of where your time really goes.

**ACTION STEP:** Write down all the tasks and activities you engage in on a typical day, from the moment you open your eyes to when you fall asleep.

**TIP:** Don't have a "typical" day? That's okay. Think about your tasks and activities over the course of a full week (Monday to Sunday), then either take the average or have 2 or 3 different versions of your "typical day".

Take all the time you need and try to be as accurate as possible.

**RESOURCE:** The table on the next page will help you.

Time	Activity	Time	Activity
4am		3pm	
4.30am		3.30pm	
5am		4pm	
5.30am		4.30pm	
6am		5pm	
6.30am		5.30pm	
7am		6pm	
7.30am		6.30pm	
8am		7pm	
8.30am		7.30pm	
9am		8pm	
9.30am		8.30pm	
10am		9pm	
10.30am		9.30pm	
11am		10pm	
11.30am		10.30pm	
Noon		11pm	
12.30pm		11.30pm	
1pm		Midnight	
1.30pm		12.30am	
2pm		1am	
2.30pm		1.30am	

# *Step TWO: Divide to Conquer!*

**ACTION STEP:** From your table, identify the tasks that usually take up a large chunk of your time over the course of a week, including the ones you may not consider important or beneficial.

For example, if you spend time watching TV most days a week, put it on the list.

List them here.

# Step THREE: Honour Roll

You've got your list of time-gulping activities?

Fantastic! Well done!

**ACTION STEP:** Rate each activity or task using these two super-powerful criteria:

1. How much do you enjoy this activity? When you think about doing it, does it stir up feelings of anticipation...or of dread? Do you feel fully capable of fulfilling it, or does it make you feel inadequate?
  
2. If done, how much impact will it have on the dream life you want to create? For example, if your dream life includes having an immaculate home, then cleaning the house regularly will have a high impact on the fulfillment of that dream.

**RESOURCE:** Use the table on the next page.



# Step 4: T.I.M.E. Them!

You are now ready to use my signature system, T.I.M.E.

This is a unique system that I created to help busy professionals and entrepreneurs crush overwhelm and it is based on the success strategy: "You can have it all. But you can't do it all!"

There are four categories in the system, each one representing how you should handle your recurring tasks and activities for maximum efficiency and peace of mind.

Here are the four categories:

## T - Transfer

Tasks to be delegated or outsourced. For example, if you hate cleaning but a clean house is very important to you, can you get a cleaner in once a week for a couple of hours?

It's not as expensive as you think!

## I – Institute

Tasks to be automated or systemised. For example, if you don't mind cooking but don't particularly enjoy it, instead of spending two hours every night making dinner, can you automate parts of your cooking? Two hours of planning and meal prep, cooking in bulk and freezing once a week (or month!) could mean you only spend 15 to 30 minutes getting dinner ready each night.

## M – Maintain

Tasks to keep doing. These are the double-tick ones! You love 'em AND they contribute hugely to helping you create and maintain your dream life.

## E – Expel

Tasks to cut out or reduce to a bare minimum. You don't particularly enjoy them (or they even make you feel bad) and they have very little to give in terms of value. These are the thieves of your productivity and your peace of mind, and they need to go!

**ACTION STEP:** Go back to your list from Step 3.

Then, take each task on the list and classify them into the four T.I.M.E. categories (Transfer, Institute, Maintain or Expel) using the rules below.

**Tasks to MAINTAIN:** High Impact AND Medium to High Enjoyment Factor

**Tasks to INSTITUTE:** Medium to High Impact AND Medium Enjoyment Factor

**Tasks to TRANSFER:** Medium to High Impact AND Low Enjoyment Factor

**Tasks to EXPEL:** Low Impact AND Low Enjoyment Factor

Done? Go to the final action step on the next page!

**ACTION STEP:** Now get to work implementing the action point for each category.

If you do this well, you will achieve awesome results that will make your typical day something to look forward to.

1. You will be spending most of your time on the things you enjoy (Maintain).
2. Other important tasks that you don't quite enjoy or that stress you out are taking less of your time because you have either outsourced them (Transfer), or you have created a system that runs with minimal input from you (Institute).
3. And of course, let's not forget that the time-stealers, those activities that had very little enjoyment factor and were contributing little or no value to the future you want to create have been completely eliminated from your life (Expel).

Does that sound good to you? Sure it does.

*Now go get your time back!*



# *Hi, I'm Olawunmi*

As a Transformational Coach, I help purpose-driven Christians effortlessly create and live the life they truly desire. If you feel weighed down with obstacles that are stopping you from living a highly-impactful and enjoyable life, and you want help from a Spirit-Led coach who has a catalogue of personal and client success stories using biblical principles, then I'd love to hear from you!

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