



Take the 15 minute challenge

Carve out some time just
for you

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introduction

This was me...somehow I had put myself at the bottom of my very own pecking order where everything and everyone else came first...and after a while I really began to feel it.

Maybe you can relate?

I felt sluggish; a bit fed up; tired (read exhausted here); and like I was on some crazy treadmill.

It was then that I decided to take my life back and carve out some time (15 minutes) every single day just for me.

Don't get me wrong...this was easier some days than others..there was the voice in the back of my head that said 'while I'm doing this I could be doing (fill in the blank)'. There was the guilt that I was wasting time, or that I was being selfish; and then there were the days when I just plain forgot!!

But once I got the hang of it...I felt sooooo much better. I could think again; I had headspace; I felt relaxed and more in control; and the additional benefits were that my family totally got it...in fact on the days when I didn't have my 'me' time...they asked me why not?!

Since then, I've recommended this to loads of my one to one clients and the response has been amazing:

'This is so simple yet so brilliant.'

'This really works...I'm a convert'

'I'm never going to stop my 15 minutes'

In this cheat sheet I'm going to be sharing exactly how to re-claim your 15 minutes too. But before I do, I need to be totally transparent here....this is SUPER SIMPLE!! It really is!! So simple that you'll be tempted to read it and go...'huh! I'm not doing that!'

But here's the thing. In my opinion it's often the simplest of things that go un-noticed and really do pack a big punch. So I encourage you to just give it a go for a month...if it doesn't work for you...no problem...but if it does drop me a message and let me know. You can find me on LinkedIn or e-mail me at info@barbaranixon.co.uk

Let's get started...

Step #1 - What's your 'why'?

What you're about to do is change a habit. Now, habits are really useful things...but in order to maximise their stickiness you need to get really clear on WHY you're wanting to do this.

What this will do is help you out when the going gets tough. The days when you can't be bothered; or when you want to go back to your old ways; or when you forget one day and wonder whether you should start up the next.

By getting really clear on your why - and by making it really personal to you and the benefits that you want to see - you'll be able to stick with it no matter what.

ACTION

Grab a pen and paper and answer the following question:

Why do I need to carve out 15 minutes just for me every single day?

And then scribble down your answer.

(Things to note here....there's no wrong answer. Anything goes...)

Examples are:

Because I want some time to think and reflect

Because I want to feel more in control

Because I'm tired of feeling like I'm running to catch up all the time

You get the idea....Have a go and see what comes up for you.



Step #2 - Decide what you're going to do

Believe it or not one of the biggest stumbling blocks to getting these magic 15 minutes is deciding how you're going to fill it.

Oh the choices!!

Should I read a book? Go for a walk? Meditate? Do some yoga? Journal? or dance round the kitchen to my favourite tunes?

So, take a deep breath and see what you'd really like to do...and remember...it's not set in stone...you can do that for a week and then if you like do something else.

ACTION

Make a list of all the activities that you could do that would help you achieve your why.

So for example - if you're wanting some time alone or to re-connect and re-group with your thoughts - what activity would allow you to do that?

Again - there's no wrong answer here...just to give you an idea of what other people have chosen here's a list to help you out.

- Read a book
- Meditate
- Take a walk (or walk the dog)
- Journal or write
- Sit and think
- Practice an instrument
- Yoga
- Working out
- Go for a run
- Grab a coffee from favourite cafe



Step #3 - What time of day are you going to do it?

Now, this doesn't have to be set in stone, but a lot of people find it really helpful to have their '15 minutes' at the same (ish) time of day as it helps them to plan and really cement their new habit.

So - again this isn't a trick question...what time of day is best for you?

Personally, I work on the evenings as I'm a night owl - but it really doesn't matter.

ACTION

Decide on your best time of day for your 15 minutes.

Is it in the morning before work?

Lunch time?

After work?

Evenings?

Again - this doesn't matter - and you can always switch it if it doesn't work for you going forward.



Step #4 -Get started

The time has come for you to get started...here are a couple of tips to help you out:

- 1 - Set a reminder on your phone so you don't forget
2. Set the alarm on your phone for 15 minutes before you start (personally I use the chime alarm as I made the mistake of leaving it to the default setting and it gave me a heart attack when it went off!)

ACTION

The only action here is to get started. Either today, or tomorrow...but give it a whirl!



How to keep it on track

As you go on you might have days when you can't be bothered; or you don't see the point; or you're too busy; or you've just forgotten.

This is perfectly normal - so when this happens here are some tips to get you over the 'hump'

1. Keep a track of the benefits - you don't have to write these down unless you want to, but do 'check in' with how you feel on the days you've had your 15 minutes. Do you feel better? How is it helping?

If you're noticing a difference, keep going.

2. On the days you forget - just accept it and start again the next day or when you remember. Don't take it as a sign that you should give up

3. Keep the reminders going in your phone - to keep you on track

4. You might need to switch your activity for a while to keep you interested

Finally - as you go on, your 15 minutes might turn into 30 / 40 or 60 minutes. This is entirely up to you...but start with 15 first.

I'd love to know how this works for you - please do let me know by e-mail at info@barbaranixon.co.uk or through LinkedIn. #15minutechallenge

Enjoy your 15 minutes that's just for you!

about Barbara



Barbara helps Business Owners, Directors and Managers get back in control of their day; work smarter and improve their confidence and mindset.

She does this through her online leadership development programme (The Boss Hat Programme) her Time Management Programme (Time Mastery) and one to one Executive Coaching.

She prides herself on teaching leaders at all levels the small tweaks they can make to reap MASSIVE results.

All designed to help them build a career and a life they love.

For more info visit: www.barbaranixon.co.uk