

Ditch the To-Do List: Practical Strategies for Improving Time Management and Feeling More Emotional Well-Being

WITH

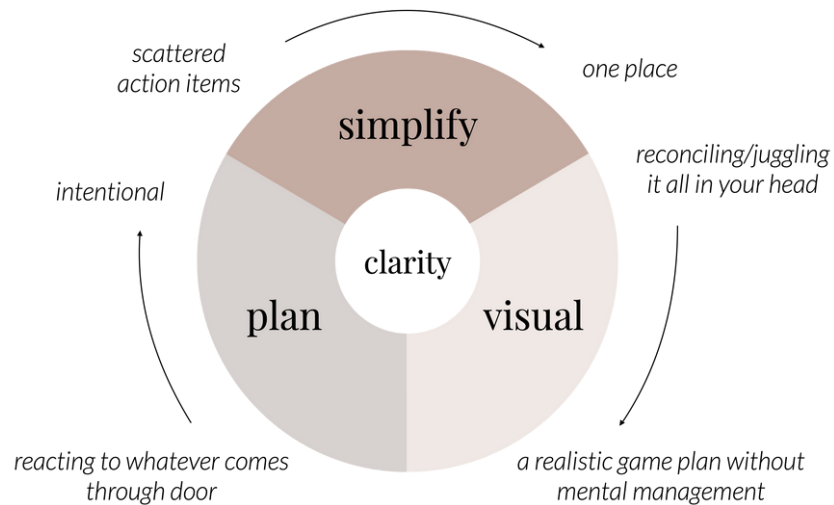
KELLY NOLAN

Our main approach:

Make your time visual in a trusted, simple system that will help you build a game plan for how you'll get everything done over time.

the bright method™

THE UNDERLYING PRINCIPLES



foundation

Simplify by time-blocking activities in your calendar

- Let's bring all activities that require our time together in the one place designed to manage time: *our calendar*.
- This will help us understand when we're going to do something, how long it will take, and whether it fits with everything else we have going on that day.

Warning:



Time-blocking everything that requires your time does NOT mean we're time-blocking every minute of your day.

To load up our calendar with *all* the information in a manageable way...

Create a "Work Tasks" sub-calendar & check the permissions/accessibility.

The ultimate goal of this work tasks sub-calendar is to help you bring all tasks together in your calendar to get clear on when you'll work on each task. This will help you budget your time, focus, and reduce your stress by showing you how you'll get it all done over time (so you know you don't have to do it all right now).

A weekly planning session is critical to this method. [Click here to learn more.](#)



thank you

Thank you for joining me today! If you'd like to learn more about my strategies, come hang out with me at www.kellynolan.com and/or on Instagram at [@_kellynolan_](https://www.instagram.com/_kellynolan_) (click here).

"The first brief I submitted, following Kelly's program, was a game-changer. Feeling good about getting it not only submitted well within time, but also knowing it was a quality product because I wasn't rushing at the last minute and panicking that I missed something, was a relief I honestly have never felt before while practicing law. I was so calm! And it helped my arguments in the hearing too because I had been so organized in writing it (I won btw!)."

– Kristin Waters Sullivan, Waters Sullivan LLC, Attorney/Owner, Birmingham, AL