

Three tweaks to simplify your life

This info sheet has been created in collaboration with Victoria Joy, an actual goddess when it comes to channeling ease, bringing clarity and finding consistency. Victoria is a coach and asks an abundance of powerful questions as well having a social media back-catalogue packed full of practical tips. You can find more from Victoria on her [website](#), [Instagram](#) or [LinkedIn](#).

The less space you feel you have in your life, the less control you'll feel over your own time, energy and ways of thinking. These tips will help steal some time and headspace back, and allow you a bit more room to breathe.

Complete your biggest task first

Everyone loves ticking off a to-do list item, so it's natural you'll gravitate or prioritise the little tasks first to get those hits of satisfaction. But how often do you find yourself getting sucked into the emails, life admin, group chats - and the must-do of your day is still hanging over you. A helpful hack is to attack the big job first while your cognitive control is at its highest, even if it takes a good chunk of time and then move onto the smaller jobs and tasks. You'll probably rattle through them much quicker knowing you've already ticked off the biggie.

Spot your biggest time-suck

Getting clear on where you're actually spending your minutes and hours is an easy route to feeling more in control of your day. Honestly answer the question: 'what is my biggest time-suck?' Then you can try to think of helpful ways to cut the time you're allowing it to steal, so you can spend your time and energy elsewhere. Maybe it's taking Candy Crush off your phone, planning a week's worth of meals so you don't have to think about what to have for dinner every evening or holding a boundary of saying no to social plans you don't enjoy.

Add something into your day

It may feel counterintuitive when you're time-poor and overwhelmed but - because time is finite - adding something to your day that will give you space generally means something that is taking space will be forced to drop off your list. Aim to find something that promotes or signals rest or enjoyment to you, from exercise to 10 pages of a novel to jigsaw puzzles. Struggling to think of something spacious? A long-forgotten childhood hobby, that you used to do purely for the joy of it, can be a good place to start. Or something that distracts you from your phone for more than a minute.