

You Are Not A Frog

Workbook, CPD & Reflection Log



Episode 69: Make Time for What Matters with Liz O’Riordan

In this episode, Rachel is joined by author, speaker and blogger Liz O’Riordan. She is the best-selling author of *The Complete Guide to Breast Cancer: How to Feel Empowered and Take Control*. She hopes to inspire and empower others who are going through the same hardships she has gone through.

In this episode, Liz shares some life hacks that will help you manage your time better. She explains how a few simple tips can make you more productive at work and allow you to spend quality time with yourself and your loved ones.

Podcast links

- Connect with Liz: [Email](#) | [Website](#) | [Twitter](#)
- [The Complete Guide to Breast Cancer](#) by Liz O’ Riordan and Trisha Greenhalgh
- [NHS COVID-19](#) app
- [Make Time](#) by Jake Knapp and John Zeratsky
- [Indistractable](#) by Nir Eyal
- [Free to Focus](#) by Michael Hyatt
- [The 6-Minute Diary](#)
- [How To Control Your Attention and Choose Your Life with Nir Eyal](#) in *Feel Better, Live More* with Dr Rangan Chatterjee
- [Digital Minimalism](#) by Cal Newport
- You Are Not A Frog Episode 59: [A Social Dilemma? With Dr James Thambyrajah](#)
- [Natural Health Service](#): by Isabel Hardman
- Book a discovery [phone call with Rachel](#) here
- [The 15 Minute Rule](#) by Carol Buchanan
- [Atomic Habits](#) by James Clear
- [Essentialism](#) by Greg McKeown
- [The Social Dilemma](#) on Netflix
- [Sign up here](#) for more FREE resources.
- Join the [Shapes Collective Facebook group](#).
- [Email Rachel](#) or reach her on [LinkedIn](#) or [Twitter](#).

QUOTE TO REMEMBER:

'...my phone is just a phone. I have a house full of books to read, and I have a lot of sewing patterns that are not done and garden to weed, and I'm not doing any of it'.

What You Will Learn from the Activity

Phones are undoubtedly important to each of us, especially in this day and age. Often, we reach for them first thing in the morning and put them down last thing at night.

These devices were meant to make our lives easier, and they do. But sometimes, we find ourselves buried in them for hours on end, pushing off our work or neglecting to spend time with our loved ones.

The activity below helps us apply Liz's tips on minimising the time we spend on our phones. First, we try out the techniques they mentioned in the episode. From there, we move on to a bit of self-reflection and organisation.

With this in mind, it's time to work on breaking out of this phone trap!

Activity: Going Offline

The Homescreen

Liz mentioned that the following cut down her screen time by half. Try these out yourself.

- Step 1: Change your home screen wallpaper to something you love. This can be a photo of your family, your favourite flower or a well-loved pet.
- Step 2: Move all distracting applications off the main home screen. Social media applications can go as far as four swipes away from the main screen. If you're using an iPhone, delete all your apps of the screen. You can always access these in your app library.

These two steps make it harder for you to scroll through social media casually when you're bored or unmotivated. Trust me; you'll be able to achieve more in your day!

Phone-free Days

Choose a day of the week to go completely phone-free. Instead of mindlessly scrolling through your phone, choose to spend the day with your friends, family, or yourself. Have meaningful conversations, watch TV, or read a book.

Encircle your chosen day and practice this weekly.

M T W Th F S Su

Going phone-free helps you reflect on the things that are most important to you. It allows you to be more present in the moment, to get some positivity back into your life.

List: Non-digital things to do

List down ten things you can do that doesn't involve using a phone. Try writing down things that you can incorporate into your schedule.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Schedule around your phone

The times where we are most productive differ. Plan your day based on when you feel like you can get the most work done.

Below is a timetable split into three - morning, afternoon and evening. Observe yourself in the following week. Use your favourite colour to mark the block where you are most productive. Use a different color to mark the block where you're most unproductive.

Finally, list down how much time you spend on your phone during these productive and unproductive blocks.

	M	T	W	Th	F	S	Su
Morning (6am - 12nn)							
Afternoon (12nn - 6pm)							
Evening (6pm - 12mn)							
Total Phone Time							

Use what you learn from your self-observation to schedule your days accordingly. Knowing when you're most productive allows you to see where you need to schedule your priorities.

Observe and monitor your phone time as you apply these hacks and techniques into your everyday life. By looking at your progress, you can adjust and tweak these methods to adapt to your lifestyle.

As you go through your week, take note of the amount of time you spend on your phone each day. Once you colour your productivity schedule in the table above, total your time and see if you've done better than the day before.

Ask Yourself

When we're not distracted by our cellphones, we can take the time to look around and reflect on what's around us.

As you're ending your day, reflect over these questions:

1. What have I done today? Do I need to spend more time on it?
2. What went well today? List three things that made today good.
3. What do you need to work on? How can you improve on it?
4. What is your highlight for tomorrow?

Reflecting on how your day went makes you realise how much you've accomplished. It also helps you know what you're doing tomorrow, thereby relieving stress.

CPD time claimed:

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