

Preparation

Simply put, preparation is a secret superpower. It is a core method in Day Crafting. It can be anything that makes future tasks and behaviours easier. Regarding a day when we should have said no but said yes too often, preparation in advance might be the key action. For example, we can take more time when estimating.

Most of us suffer from the planning fallacy. We assume we'll have more time and energy in the future and that tasks will take less time and energy than they do. We can see the doing part of the task (probably the bit we enjoy or might look forward to), but we forget the opportunity cost and administrative overhead. This is all the emails, admin, friction and miscellaneous stuff that we don't think about that easily doubles the duration.

- Do you know what your time and energy capacity is?
- Are you regularly over your capacity?
- How can you harmonise what's coming in with what you're able to do?
- What techniques can you try to improve your estimating?

If we're regularly at 120% we should aim to be at 80% or less.

Integrity Cleanse

I've included a few challenging ideas into the NOvember project, and here's the next experiment. It comes from writer Martha Beck. Long story short, she was dying of being a good affiliator.

Her life-saving intervention was to interrupt her day every 30 minutes and ask herself at that moment **if she was lying** (conforming, being inauthentic, etc). The result was pretty radical; she realised the meaning of 'living a lie' and lost or changed almost every aspect of her life – but instead found her 'true self'.

Pick one day in the next week. Set an alarm every 30 minutes. Ask yourself, 'am I lying'. Work out what you would like instead.

Next

If you'd like to explore Day Crafting further, you can find links on the website to **workbooks, courses** and **1:1 sessions**. A great next step would be: **Day Crafting: The Introductory Workbook**

In the first week, the exercise was to review the day that has just happened to learn about our default behaviour.

In the second week, the exercise was to set an intention for the day. How did this work out?

In the third week, the exercise challenged you to find the one NO that would free up the most time.

Options for the fourth week ...

End NOvember on a flourish. Each day, celebrate doing something with some time or energy that an earlier NO freed up for you.

Prepare some schedules in advance to protect the time and energy that you want.

Create a visual map of your personal and professional boundaries. This can help in identifying areas where you're consistently overextending yourself and areas where you've successfully maintained boundaries.

Do some boundary setting for the next three months. Be specific about what you hope to achieve and how you plan to handle challenges.

Nov 22
Nov 23
Nov 24
Nov 25
Nov 26
Nov 27
Nov 28