

# Open Bench Project

## 5 TIPS FOR MAKING TIME

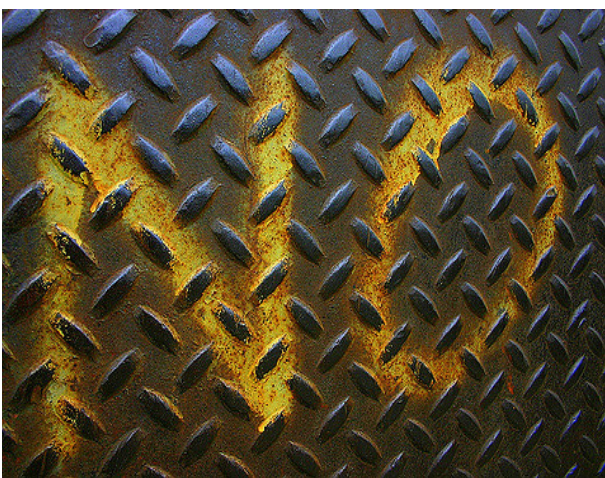
Over the past several years I have noticed that many people struggle with a common problem. Time, it prevents people from exploring, creating, learning, and engaging in many other forms of personal growth. It so often gets in our way, or stops us from getting on with our projects, that we often fail to recognize the struggle, we become complacent. Time is fleeting, we run out of it, and often it gets away from us.



Many people come into the makerspace super excited to make something, but waste their time waiting for a perfect plan before they start, or they figure they'll wait 'till tomorrow to explore a passion, only to find they have no time left to do so. Having suffered many of these experiences myself, I have learned a handful of tricks to help me get to what is important in my life, to make time that is, and to get started.

To guide you in getting started, I have assembled a quick list here, **5 TIPS** that will assist you in getting beyond the initial hurdle of limited time, which stops so many people before they even get started.

### 1. Just say no



Life can throw a lot of things our way, many of which we just aren't that interested in. Combine that with the constant pull for our attention and we can find ourselves pulled in so many directions we end up getting very little accomplished. Saying no to just a handful of the little requests coming our way can free up a tremendous amount of time, never mind increase the joy we experience while engaged with those activities that "make the cut". Saying no to other people's requests will help get us on your way to spending time doing what matter to us and reaching our goals.

**PRO TIP: Start with something SMALL, maybe something you put upon yourself, and say NO. If you start to feel obligated, say no and go. This is your moment.**

### 2. Ditch the Jones



Beyond the requests of other people, are the not so subtle requests of society. "Keeping up with the Jones", is an arbitrary goal that we often place upon ourselves. Chances are, however, it has little to do with our own personal goals and aspirations. There is a lot of pressure to keep up and current on little details in life, but do you really care about all that stuff? Without being mindful, we run the risk of being overtasked, over burdened and over committed. What are some social situations / obligations that we can let go of?

**PRO TIP: Reflect some on your personal goals and achievements. Consider if you are focused on the goals and achievements of others. Is this causing you to lose focus on what is actually important to you?**

### 3. Musts vs. Wants



A need is something you have to have, a want is something you would like to have. A great many of the things we claim to be needs in our lives are simply riding in on the back of some other want. Taking a little time to consider and write down a list of our needs and wants is a great way to simplify our task list. We need to mow the lawn, because we want the yard to look like the neighbors. We need to work longer because we want to buy more things. Are there other ways to address these wants, can we let them go and thus their associated needs? Questioning if our needs are really wants in disguise, is a great way to free up some extra time. (and other resources)

**PRO TIP: Write down a list of your needs. Try to make this list as complete and short as possible. Be ruthless and honest about what you put on it. Everything else is a want.**

### 4. Personal Permission



“Makers ask for forgiveness instead of permission”, is a common saying but is a little misleading. We all need to ask permission of ourselves from time to time. If we try this, and it doesn’t work out will we be ok with that? If we never try, will we be ok with that. Giving ourselves permission to let go of somethings and engage in others, is important for time management as well as mental health. Not everything that we do, is appropriate for us keep doing. Sometimes, we can carry habits for years before we notice them, and even after noticing them, it can still be challenging to give ourselves the permission to put them down.

**PRO TIP: Write this out. Putting the words down on paper will make it a bit more real. Put the permission slip up on your fridge and play the “get out of jail card” when needed.**

### 5. Seek Balance



We work hard, but do we spend an appropriate amount of time relaxing, or playing? Recreation and leisure are emotionally fulfilling activities. Ones that are necessary for our unwinding, and recharging. They provide opportunities for us to relax, build self esteem and make new friends. The balance in our lives is not found in the things that we obtained, but rather it is the fleeting process of choosing what we will do. Taking time to learn something new, or try something we’ve been thinking about doing for a while, can reconnect us with our long lost passions.

**PRO TIP: Focus on the process instead of end results. Focusing on the process keeps us living in the present. Focus on the end result, forces us to live either in the future (As we have not yet attained the goal) or the past after we achieve it.**



**You can make anything at the OBP, but the first thing you need to make is time. I hope we’ll see you round the shop soon. The trick is to get started. Take a class, make a piece of junk, show up and just take a look at what some of the other members are working on.**

**You’ll find your imagination growing, and you’ll be on the path to a whole new you.**