

How 30 Minutes of Daily 'Me Time' Improves Your Productivity

You do not need to spend a whole hour on yourself each day to get the productivity benefits of solitude and 'me time'. All you need is 30 minutes. Here are a few things that you can do:

Living in the twenty-first century is fantastic. The things we have access to every day allow us to live lives of immense convenience.

We can now talk to our friends across the seas in real-time, and we can order our favorite food via a phone app and have it delivered within 30 minutes. This is a far cry from 50 years ago when it would have taken up to a month for a letter to go from London to New York. And if you lived in London in 1950, you probably have never heard of pizza.

We have a lot to be grateful for, but with all this convenience comes a few downsides. As it is so much easier to contact other people, we have now become more dependent on our electronic devices, demanding our attention every minute of the day.

Long gone are the days when if you wanted some quiet time, you would take the phone off the hook. Or if you decided to go hiking in the hills on a weekend you could enjoy complete solitude.

Now, not having your phone on you would attract weird looks from other people. We have to make an excuse like the battery went dead or your phone was stolen.

All You Need is 30 Minutes

All these interruptions and demands for our attention destroy our ability to focus on ourselves. Instead, we are pushed to focus on other people. But if you were to set aside a bit of time each day to yourself, you would be able to identify and focus on your priorities and the things you want for yourself.

It is when you focus on your priorities that you start to achieve the things you have always wanted to achieve. This can also make you a positive beacon for other people. You start to lead others instead of just following.

Robin Sharma has spoken and written about what he calls The 5 AM Club. This is where you wake up at 5 AM, do twenty minutes of exercise, twenty minutes of planning, and twenty minutes of learning. Giving yourself this one hour each day to focus on yourself helps set up a fantastic day.

This may not be for everyone, but if you can go to bed early enough, you will wake up every morning feeling better.

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All you need is 30 minutes.

There are a lot of things that you can do in 30 minutes, and most of them can give you a boost in productivity. Here are a few:

Focus on Your Priorities

Many people have goals and aspirations they claim they never have time to work on. But if you give yourself enough time to reflect on your day and plan the next, you will be able to focus on your priorities better and plan how you will spend your time doing them.

There is a simple method that can help people focus on their priorities called the 2+8 Prioritisation System. In this system, you set two objectives that you absolutely have to accomplish within the day and set eight other tasks related to these objectives that you will try to complete.

It only takes ten minutes to do, but the results can be incredible. It means you begin the day with a plan and an intention, and this helps you resist the urge to give in to other people's priorities.

As the late Jim Rohn wonderfully said:

'If you don't design your own life plan, chances are you'll fall into someone else's plan. And guess what they have planned for you? Not much.'

Your productivity increases dramatically when you begin the day with a plan. When you do not have a plan, the least important things may hijack your day.

Me Time Gives Your Mind a Chance to Rest

With so much going on in the world, it is easy to get caught up in the drama and fears of everyday life. The reality is that very few of these dramas and events have any real impact on you.

Your mind is designed to seek out dangers and make these perceived dangers seem more important than they really are. This is how our ancestors survived on the savannahs hundreds of thousands of years ago.

Yet the dangers we are pre-programmed to avoid no longer exist. However, news organizations discovered that sensationalized news sells. They fill the void by feeding us scare stories that make us react in predictable ways—panic buying toilet paper, for example.

Giving yourself a little time each day to jump off this cycle and to focus on your priorities gives you some much-needed perspective in this volatile world. This will help you get your most important works done without being caught up in other less important things.

Scheduling downtime for yourself and your mind is very important. It keeps you focused on the here and now and the things that matter the most for you.

Anchors Keep You Grounded

Having a few anchors in your life keeps you focused on the important things. Have a morning routine dedicated to self-care, make time for daily exercises, and spend quality time with your family. These are essentials that should be non-negotiable.

Your boss, customers, friends, and colleagues should never be allowed to take that time away from you, and the only way that can happen is if you let them.

People like Gary Vaynerchuk and Casey Niestatt work hard. Yet if you look at their schedules, they dedicate two or three hours of family time each day and at least an hour for exercise. These are their daily anchors, and these anchors are non-negotiable.

Your time is your most valuable asset. The time, health, and energy you have today are never guaranteed and could be taken away from you in an instant. It is important to protect your time, and you should learn to say no to the things you have no interest in.

Of course, it is easier to write that and a lot more difficult to do, but so is learning to play golf or the guitar. With practice and a few weeks of consistent practice, you start to play these at a reasonable level and the same goes for learning to say no.

At first, it will be very hard and uncomfortable, and you will feel guilty. But after some time, you will stop being a yes-man. Instead, you will learn how to say no and protect your own time. You will be able to focus on the activities that you think are important to you.

Make Your Me Time a Non-Negotiable Part of Your Day

Schedule 30 minutes every day for yourself. Put it on your calendar and make sure you never allow anyone to take it away from you. Use this time to plan the day, read books, meditate or just get some fresh air without any distractions.

If you find it difficult to include your me time as a non-negotiable part of your day, you can always try to learn how to find time for yourself.

Allow your mind to wander to enjoy the things around you and to get new perspectives in life. Doing these keeps you focused on your life and your priorities, and you will then notice an improvement in your productivity because you are more focused on the truly important things.

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