



LSTM Self-Assessment Challenge: **Leave Work On Time**

10 Work Days | At Least 60 Minutes Per Day

Leave work on time to create more time to design your ideal lifestyle and to plan for your future.

Why Do This Challenge?

Most people complain they don't have enough money or time to focus on redesigning their lifestyle around the work they've always wanted to do. This challenge puts you on the path to have more of both by reframing your mindset about your current job. You are no longer trying to impress your boss in hopes of advancement, but you don't want to get fied either. Do only what you were hired to do. Shift time toward your future plans and get paid while you do it.

Suggested Tools

- Pen and notebook, Word document or note on your phone.

Instructions

- **Step #1** Write down the hours you were originally hired to work.
- **Step #2** Make a list of everything preventing you from leaving on time.
- **Step #3** Eliminate, automate, delegate and negotiate anything preventing you from leaving work on time.
- **Step #4** Leave on time. Even try leaving at least 60 minutes earlier each day for two weeks.

Helpful Hints

- Focus on everything you have control over first, often we are the source of our overwork.
- Minimize distractions that prevent you from getting your work done throughout the day.
- Talk to your manager and colleagues about your need to get your work done earlier.
- Make a new standing personal appointment to make sure you leave on time.
- Identify a colleague that always leaves on time and use them as a cue to leave work.

Question? Email itspossible@lifeskillsthatmatter.com