

# Transforming Your Relationship with Time: Achieve More While Doing Less

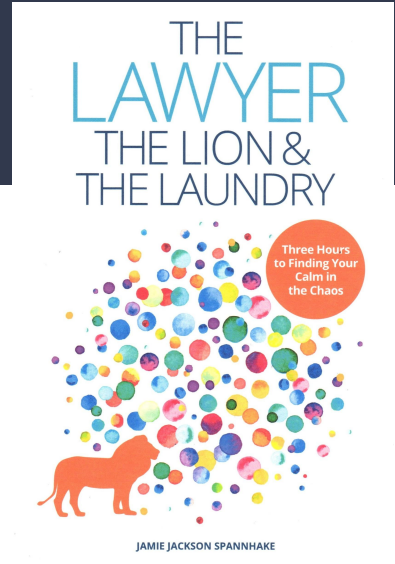
By Jamie Jackson Spannhake, Esq., CHC



# Introduction: Faculty



Jamie Jackson Spannhake is an attorney, coach & author of *The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos*. She practices law as a partner at Berlandi Nussbaum & Reitzas LLP, serving clients in New York and Connecticut. She received her certification as a wellness coach from the Institute of Integrative Nutrition in New York City. She regularly writes and speaks on issues important to lawyers, including time management, stress and anxiety, “mind management,” and work-life balance.

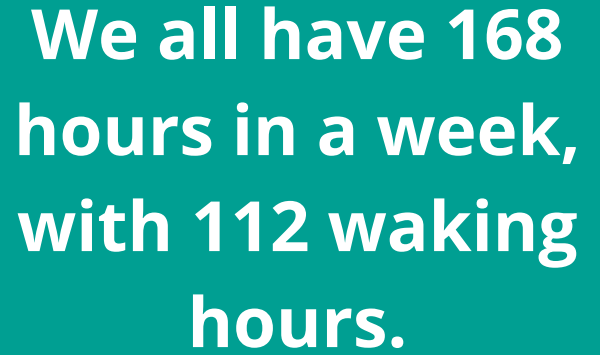


# Overview & Objectives

**30 minutes**

- **The Reality of Time**
- **How to Take Action to Maximize Your Time**
- **Transforming Your Relationship with Time**
- **What to Do Today**
- **Questions & Answers**

# The Reality of Time



We all have 168  
hours in a week,  
with 112 waking  
hours.

A meme featuring a close-up of Steve Moss from the TV show 'The Office'. He has a serious, slightly annoyed expression. The background is a blurred office setting with another person in a light blue shirt visible in the background. The text is overlaid in large, white, bold, sans-serif font with a black outline. The top text reads: "THIS AFTERNOON HAS GONE SO QUICK AS I'M SO BUSY!". The bottom text reads: "FALSE. THE RATE OF TIME DOES NOT CHANGE BASED ON WORKLOADS." A small watermark "quickmeme.com" is visible in the bottom right corner.

**"THIS AFTERNOON HAS GONE SO  
QUICK AS I'M SO BUSY!"**

**FALSE.  
THE RATE OF TIME DOES NOT CHANGE  
BASED ON WORKLOADS.**

# 168 Hour Week: Quantify Your Time



Consider the details of what you need and want in your life. Consider:

- Sleep
- Work
- Relationships with other people, including family and friends
- Exercise, Fitness, Health
- Hobbies
- Household responsibilities
- Commuting &/or Driving, including to/from work and driving to other activities
- Other/Miscellaneous

# 168 Hour Week: Quantify Your Time



How much time do you want/need for each category? Here's some examples:

- 8 hours a day practicing law?
- From 6 to 10 pm with your family on weekdays and 4 hours each Saturday and Sunday with family or friends?
- 1 hour every day of the week exercising?
- One round of golf each week? Hiking on the weekends?
- Grocery shopping takes 2 hours a week? Cooking takes 1 hour each day? Cleaning the house? Cutting the grass?
- Commute 1 hour each day? Drive kids 2 hours each weekend to sports?
- Any other time you spend? Watching TV or movies?
- What would you like to do if you had the time?

# 188.5 hours

I NEED **27 HOURS** IN EACH DAY TO SUCCEED = *Failure*





**Create time**



**Reduce what we must do**



**YOU WERE SO BUSY WONDERING IF  
YOU COULD DO IT**

**YOU NEVER STOPPED TO ASK IF YOU  
SHOULD.**

# The 3 B's

**Bag it?**

**Barter it?**

**Better it?**

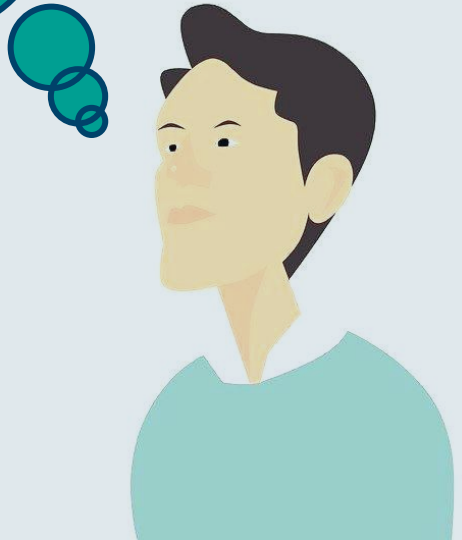
# Apply the 3 B's

Can you...

Bag it?

Barter it?

Better it?



# 168 HOURS PER WEEK

How do you spend your time?



Post-Webinar  
Exercise:

Quantify Your  
Work-Day Time  
and Tasks

*Accomplish more in  
your law practice*

*in less time by  
applying the 3 B's*

*to every task  
at work.*

# The Language & Thoughts of Time Transformation

You cannot change time. You *can*  
change how much you must do.



# Not helpful



**I'm so busy.**

**I don't have enough time.**

**I have to...**

**Saying yes to things you don't want to do & things that don't align with your values and goals.**



A photograph of a woman with long, wavy brown hair and a young girl with blonde hair, both smiling warmly. The woman is on the left, and the girl is on the right, leaning her head against the woman's. The background is a soft, out-of-focus indoor setting. The image is framed by a light pink border on the left and right sides.

**Saying Yes to One  
Thing Means Saying  
No to Something  
Else.**

Live your values.

# Helpful

**I have too much to do.**

**I have lots of opportunities right now.**

**I get to ...**

**Asking if a task is aligned with your values or moving you toward your vision of your life.**

**I choose not to do that because there is something more important.**

**No, but thank you for thinking of me, or thank you for the opportunity.**



# What to Do Today: Your Action Plan

1. 168 Hours Exercise
2. The 3 B's
3. Time Transformation  
Language & Thoughts



# Questions & Answers

# Resources

[JamieSpannhake.com](https://www.jamiespannhake.com): info on my book, courses, and coaching program; sign up for my free weekly email newsletter and receive my e-guide “The #1 Habit” to improve your life.

Spannhake, Jamie Jackson. *The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos (Attorney at Work, 2019)*.

Bernstein, Andrew. *The Myth of Stress: Where Stress Really Comes From and How to Live a Happier and Healthier Life* (Atria Books, 2010).

Covey, Stephen R. *The 7 Habits of Highly Effective People* (Free Press, 2004) (first published 1989).

Crenshaw, Dave. *The Power of Having Fun: How Meaningful Breaks Help You Get More Done and Feel Fantastic* (Berrett-Koehler Publishers, 2017).

Ferriss, Timothy. *The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich* (Harmony, 2007).

Keller, Gary & Papasan, Jay. *The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results* (Bard Press, 2013).

Northrup, Kate. *Do Less: Revolutionary Approach to Time and Energy Management for Busy Moms* (Hay House, 2019).

Rubin, Gretchen. *The Happiness Project: Or, Why I Spent a Year Trying to Sing in the Morning, Clean My Closets, Fight Right, Read Aristotle, and Generally Have More Fun* (Harper, 2009).

Vanderkam, Laura. *Juliet's School of Possibilities* (Penguin Audio, 2019).



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I would enjoy connecting with you. Please reach out!