

Episode 8: 4 Tiny Habits to Better Time Management

Original Script:

If my podcast, videos, classes, or my Instagram page have had any impact on you, if you have gained knowledge that supported your language goals. Then my Levantine Masterclass is the next thing you should check. I have put my heart & my soul into this Masterclass to present you the best & unique class experience. Check it out & let me help you reach your language goals. Enroll now and get a 14 days Free trial. And btw Levantine Masterclass is starting August 1st.

Bta3refo inu ni7na minem 26 sineh? Min ade' 11 seneh 3am no7dar Television, 8 snin 3am na3mul shopping, w 7aliyan 3am n2ade aktar min 6 snin 3ala el-social media. 26 years sleeping, 11 years watching television, 8 years shopping, and more than 6 years on social media? That's a total of 51 years! Ma 7asabna el-sghoghol, el-ryada, aw 7ata 7ayetna el-3atifiyeh w el-ejtimi3yeh. It's crazy! Time is so valuable & must be valuable!

Mar7aba! B hayde el-7al2ah bade e7ke 3an kif fik tistghel wa2tak w ma daye3 wa2tak- Invest your time & not waste your time. Mashekel w masheghel el-7ayet 3alamatna kif ade wa2te b tari2ah zakiyeh w a7san. Yale stantjto inu Jadwal aw scheduling huwe shi ktir mhim! W la ele a7san tari2ah inak tistghel wa2tak w ma daye3 wa2tak.

Fi diraseh bit2ol inu el-ensen bi3esh ta2riban 79 sineh. Remember the number 79 years. W b hayde el 79 sineh, minem 26 sineh, 11 sineh 3am mno7dar TV, 8 snin 3am na3mul shopping, w aktar min 6 snin 3ala social media. Min dal 7 snin bil takhet bus 3am n7awel nem. 7 years tossing and turning trying to fall asleep! Time is so valuable especially if you add all these activities and see how much is really left just for you!

I'm going to share with you 4 of my favorite tiny tips that helped me a lot in time management.

Number 1- Awal shi: Scheduling aw bernemij el-mawa3id: dayman b7ot kil mawa3ide 3ala calender el-telephone. 7ata law shi ktir sghir. Lama ba3mul hek b3abe wa2ta b el-eshya el-mohemeh w bkhafef aw2at faraghe. Masalan kam mara bikon 3ina ejtimi3 sghir yimkin 10 da2aye2 bus min 7ot 3ala telephone yimkin se3ah. Inta hal2 day3et 50 d2i2ah. S2al 7alak hal so2al; ade fe3lan ana feye ejtime3 ma3 hayda el-shakhes? Se3a? Nos se3a? 10 da2aye2? Be honest with yourself and ask yourself how long I can meet or stand this person and schedule your meeting based on that. Hayde el-3adeh se3adetne ktir kamen ma3 as7abe, iza bade shuf sadi2ah bis2al 7aleh, "Ade feye 3anjad shufa w esma3la w kon mrakze ma3a?" W bilta2ah fiha 3ala hayda el-ases. How many times your friend comes over and you talk for some time & then later you both chill on the couch on your phones? Not talking but forced to be around the person until they leave? Bus iza bit2ol la sadi2ak inu ana feyeh sofak lyom se3tein, hek inta bitkon 3am tistghel wa2tak b tari2ah sa7 w ma 3am daye3 wa2tak.

Number 2- Teneh shi: ME time meeting aw Wa2te la ele w bus: dayman b7ot 3ala telephone wa2et la ele w bus. 3adatan b7oto b lon tene. Every day I block a ME time off my phone w 3adatan bikon el-ejtime3 nos se3ah. Awal shi kint a3melo lama ybalesh ME time bifta7 el-telephone bus ba3dein la7azet inu ana aslan dayman 3ala telephone! Bil 7amem! Bil takhet! Araret inu ME time ykon bidon telephone. Awal shi lama bibalesh ME time bishrab may. Le2an binsa eshrab may khilel el-sghol, ba3den bimshe shway, w saraha marat w ktir aw2at b7ib ma a3mul shi bus e23od aw etsata7 iza kenit 3am eshtighel min el-bet. Try to book Me time for yourself away from your phone, and try to drink water the first thing, maybe you would like to meditate, or go for a walk. I'm going to try and meditate during ME time.

Number 3- Telet shi: No phone in the bedroom aw mamno3 el-telephone b odet-elnoom. Akid ktir mina min7ot el-charge 7ad takhetna w minchargeg telephna 7adna bilel (minchareg means we charge- it's one of these 3arabizi words). Iza btitzakaro el-derase bit2ol inu ni7na min ade 7 snin 3am njareb nem. 7 snin ya3ne 61320 in hours! We spend all day trying to feed our brain information and we do the same thing at night! Min ade wa2et 3ala social media min account la account w lama badna njareb nem 3a2elna bikon ba3do 3am yfaker w we3e. Balashet 7ot alarm bilel 3ala telephone. W lama bide2 el-alarm bitrok telephone bil matbakh 3ala charge w bfot bnem. We are all guilty of that but why not also have an alarm at night that reminds you to put the phone down? The National Sleep Foundation 3emelit diraseh w alet inu lezim ntafeh telephone nos se3a 3ala el-alileh abel ma nem. Fi matal 3arabe bi2ol, "nem bakir w fi2 bakir w shuf el-sa7ah kif bitser". It literally translates to, "sleep early and wake up early and see how your health becomes."

Number 4- Rabe3 shi: No more BS aw bala lat w 3ajen. Bala lat w 3ajen means without mashing and kneading. In other words, no more gossip, or BS. Min abel ken lama yser ma3i shi kint de2 la kil ref2ateh ta khaberon shu sar ma3e. 3am te7ke ta2riban shi arba3 ref2ah. Kint ade wa2et ma tabi3i 3ala telephone. W 3am khaber nafes el-khabriyeh, marah, tnen, tleteh, w arb3ah. Ade se3at 3ala telephone w daye3 nos nhareh bus 3am e7keh! I knew this was a waste of my time and energy. I asked myself what am I really looking for? A wise compassion or an idiot compassion? I found out that the best person that would give me wise compassion is someone I can trust, wise, and not biased. I don't want cheerleaders in my life anymore. Serit e7ke ma3 life coach. Bi7ke ma3 my life coach mara bil esbo3 w hayde a7la investment b2adema la 7ayete. Lama sar 3inde 7adan e7ke ma3o, 7ada biso2 fi, 7ada zake, 7ada 7akim, 7ada mish in7eyeze batalet de2 la as7abe kilon w khabiron tafasil. La shu? Akid mni7ke bus badal ma ndal se3at 3ala telephone, serna mni7ke da2aye2 3ala telephone. W b hayda el-wa2et yale ana wafarto staghalyto b shi mhem aktar la 7ayati w la shoghli.

Ana ba3ref mish kil el-3alam bte2dar tidfa3 la life coach aw la therapist bus yale 3am 7awel olo inu fatesh 3ala shakhes wa7ad fik telja2lo lama badak nasi7a. Hayda el-shakhes fi ykon bayak, emak, khayak, jidak, aya 7adan!

We all know when we waste something, we never get it back in return. But when we invest in something the reward is usually a prized commodity. Think of your time as an investment. W tzakar ta3ti kil wa7ad wa2to, kares wa2et la nafsak bidon telephonak, 7terem 3a2lak w rayho abel el-nom, w ekher shi, ma fi de3e tkhaber kil ref2atak nafes l osa. Remember; lost time can never be found again.

Translation:

If my podcast, videos, classes, or my Instagram page have had any impact on you, if you have gained knowledge that supported your language goals. Then my Levantine Masterclass is the next thing you should check. I have put my heart & my soul into this Masterclass to present you the best & unique class experience. Check it out & let me help you reach your language goals.

Did you know that we sleep 26 years? And we spend 11 hours watching TV, 8 years shopping, and currently we are spending more than 6 years on social media. That's a total of 51 years! We didn't count the time we spend on work, working out, or even our romantic and social life. It's crazy! Time is so valuable & must be valuable!

Hello! In this episode I want to speak about; how can you use your time wisely and not waste your time- Invest in your time & not waste your time. Life problems taught me how to spend my time in a smart & better way. What I've noticed that scheduling is very important! And I think it's the best way that helps you manage your time & not waste it.

According to a research; we live an average of 79 years. Remember the number 79 years. And during these 79 years, we sleep 26 years, 11 years watching TV, 8 years shopping, and more than 6 years checking social media. We spend 7 years trying to sleep. 7 years tossing and turning trying to fall asleep! Time is so valuable especially if you add all these activities and see how much is really left just for you!

I'm going to share with you 4 of my favorite tiny tips that helped me a lot in time management.

Number 1- Scheduling: I always schedule everything on my phone calendar. Even the little, small things/ meetings. By doing so, I fill out my calendar with the important things first and eliminate free/ useless time. For example, how many times have we scheduled a meeting that takes 10 minutes, but we book our self for an hour? We just wasted 50 minutes of our time. Always ask yourself this; how long can I really meet with this person? An hour? Half an hour? 10 minutes? Be honest with yourself and ask yourself how long I can meet or stand this person and schedule your meeting based on that. This habit also helped me a lot with my friends, if I want to meet up with my friend, I ask myself; "how long can I meet with her, listen to her, and be focused with her?" And I meet her based on that. How many times when your friend comes over and you talk for

some time & then later you both chill on the couch on your phones? Not talking but forced to be around the person until they leave? But if you tell your friend that I can see you today for two hours, this way you are spending your time wisely and not wasting your time.

Number 2- ME time meeting: I always schedule a ME time on my phone and I usually put in a different color. I usually book a ME time for 30 minutes. The first thing I used to do is check my phone but I'm always on the phone! In the toilet! In bed! I decided that ME time should be without the phone. The first thing I do is drink water. Because I forget to drink water when I'm working, then I go for a walk, and sometimes all I want is just sit or lay down if I was working from home. Try to book Me time for yourself away from your phone, and try to drink water the first thing, maybe you would like to meditate, or go for a walk. I'm going to try and meditate during ME time.

Number 3: No phone in the bedroom. Of course, a lot of us place the charger next to our bed and charge the phone overnight. If you remember the research mentioned that we spend 7 years trying to fall asleep that is 61320 in hours! We spend all day trying to feed our brain information and we do the same thing at night! We spend a lot of time on social media from one account to another and we when we try to fall asleep, our brain is still awake and alert. I started putting an alarm at night on my phone. And when the alarm goes on, I leave the phone charging in the kitchen and I go to sleep. We are all guilty of that but why not also have an alarm at night that reminds you to put the phone down? The National Sleep Foundation suggested that we need to stop using our phones at least 30 minutes before we sleep.

Number 4: No more BS. I used to call my friends to tell them about an incident that might have happened with me. I used to call 4 different friends! I used to spend so much time on the phone saying the same story ones, twice, three times, and 4 times. I spent hours on the phone and wasted half of my day speaking! I knew this was a waste of my time and energy. I asked myself, what am I really looking for? A wise compassion or an idiot compassion? I found out that the best person that would give me wise compassion is someone I can trust, wise, and not biased. I don't want cheerleaders in my life anymore. I started speaking with a life coach. I speak with my coach ones a week and this is the best investment I've done in my life. When you have someone to speak with, someone you trust, someone smart, someone wise, someone not biased, you don't feel the urge or need to call your friends and gossip all day. What for? Of course, we talk but instead of talking for hours we talk for minutes. And the time that I have saved, I was able to invest it in something more important in my life and work.

I know not everyone can afford a life coach or a therapist but what I'm trying to say is that; look for a person that you can look up to when you need an advice. This person could be your father, your mother your brother, your grandfather, anyone!

We all know when we waste something, we never get it back in return. But when we invest in something the reward is usually a prized commodity. Think of your time as an investment. And remember to give each person the time they deserve, dedicate a time for yourself away from your phone, respect your brain before sleep, and finally no need to gossip all day with your friends about the same story. Remember; lost time can never be found again.