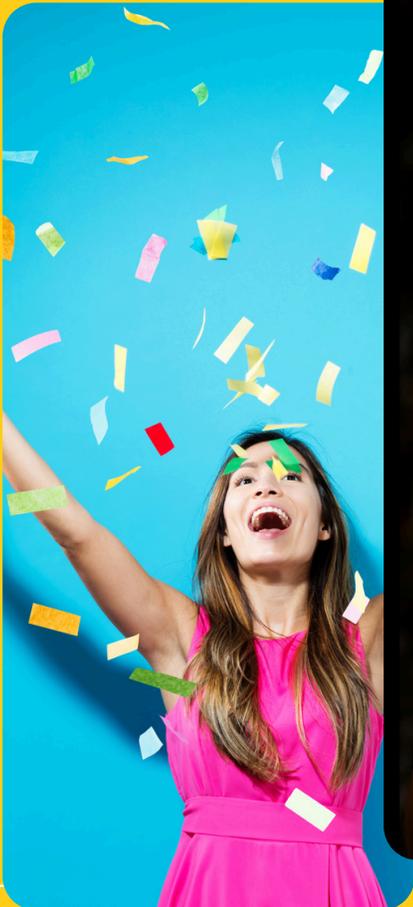




THE LESS IS MORE GUIDE

LESS GUILT, MORE TIME

*Wrestle back control of your time and energy so you can disconnect properly, because you already got sh*t done.*





Welcome!

How to make the most of this workbook:

PRINT

IT

OUT

(just pages 5 - 9 to save on ink and paper).



- Special things happen when you connect your brain to your hand and write things down. If you can't print it, write your answers on a piece of paper.
- Start with the easier steps. Try them on for size for a week or two before moving onto something a bit harder.
- Add your personal touch to my recommendations on pages 6 - 8, to make them work for you.
- Take some time to reflect on how you felt at the moment you took the action (buzz of excitement? fear? worry?) and again after keeping it up for a month. What do you notice?
- Keep the guide handy, on your desk or in your work bag so you can scribble down anything that comes up for you.



Emily

Yet another late night “at the office”. Catching up on emails at the weekends. Just a quick WhatsApp to a client when you’re out for dinner with your partner. Thinking about that presentation when you are meant to be playing with your kids. You’re not sleeping well because work keeps running through your head, and forget about fitting in the gym when you’ve got so much to do and you’re knackered.

If you find yourself working all hours to catch up or get ahead, leaving you feeling exhausted and stressed, this is for you.

Maybe you’re on endless Zoom calls so you have to do “the real work” in the evenings.

Maybe you’re in a new role and feel you have to prove yourself, so you’re going above and beyond.

Maybe you are reaching for that promotion so you want to keep your boss happy - meaning you reply to every email within an hour.

Maybe you’re so overwhelmed by the sheer volume of work that you find yourself tense, frozen and staring into space instead of starting that bloody to-do list.

You’re on a hamster wheel, giving more and more energy but the mountain of work doesn’t seem to get any smaller. Everyone else seems to be managing, so why can’t you? When you asked your boss to take something off your plate, they said “you need to manage your time better” like you’re Hermione with the time turner and you can simply make more hours in the day.

It's time to take back control.

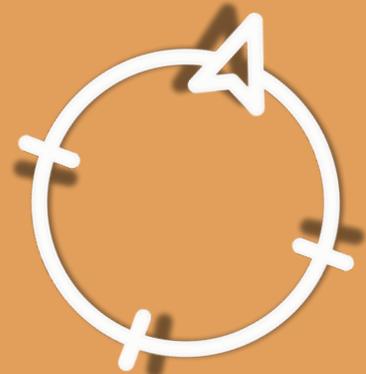
- Of your time
- Of your energy
- Of your life

Our work will never end. We are in roles where numbers need to be made, and numbers can ALWAYS be better.

Our companies will ask for more and more, and once you've given what they asked for, they will ask for more again. It's not that they are terrible, that's just the way it is.

You need to look after yourself and your own wellbeing, while doing the right things that will help you do well at work and progress and grow in the way you want to.

With this guide, you can.



This belongs to:

The “Why” Behind It All

We are always more likely to follow through on something when we have a strongly aligned purpose.

What is your current situation?

How would you like it to be instead?

What has stopped you in the past?

What will you be able to do, after making this change?

Manage Your Time



Easier

Reclaim your lunchbreak

Everybody needs to eat, right? A proper break in the middle of the day nourishes you, gets your eyes off the screen and gives your brain and body room to breathe.

Start by taking at least 30 minutes for lunch, incorporating good food, fresh air and some movement.

How will I do it?

Gift yourself time

If you don't claim your time, someone else will. Block off your calendar in advance to do important or creative tasks. Think: strategic planning, preparing for a key client pitch, or getting stuck into the numbers.

How will I do it?

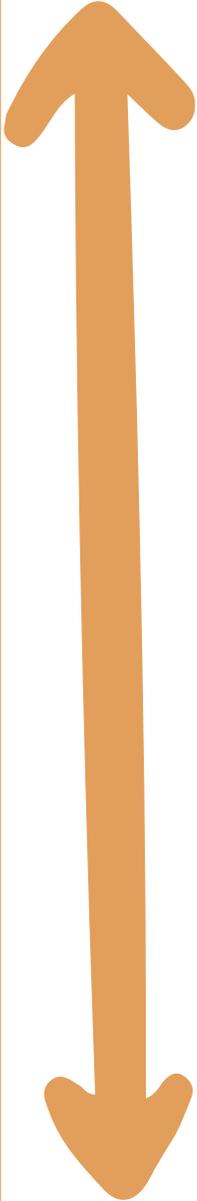
Go with your flow

Know thyself. Your circadian rhythms and natural flow of energy are unique. Get in touch with how you are really feeling each week (and eventually each day and at each moment) to understand what you have to give. Plan your tasks around this.

For example if you are a "morning person" then do your most demanding tasks first thing, leaving the afternoons for coffee meetings or admin tasks.

How will I do it?

Harder



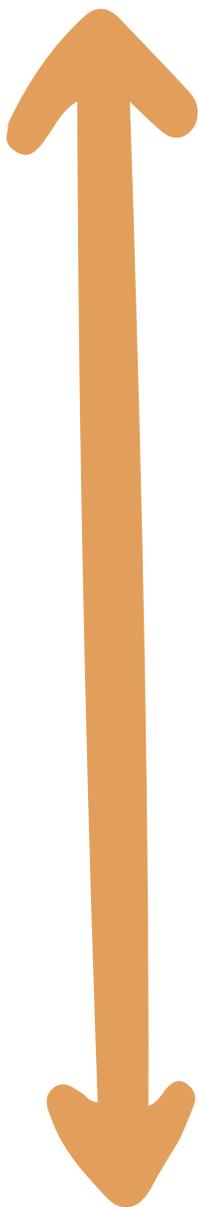
Manage Your Standards



Two of my favourite phrases are “good enough is good enough” and “perfect is the enemy of done”, both meaning that you need to know when to stop and consider something done, rather than endlessly slog to get it perfect.

NOTHING IS EVER PERFECT.

Easier



Zero or Hero?

What are your minimum standards for managing your emails?

Inbox Zero might be a noble goal, but is it really possible? Which people deserve a quick reply, and what does quick mean? How long should you spend on an email depending on the topic? Do some topics or people not merit a response at all? What about when you are CCed and not the subject?

How will I do it?

Battle Ready

Meetings can bring out the worst in us. For a perfectionist, it's either a chance to show how amazing you are, or totally balls up. But you can't spend hours preparing to speak for five minutes. Which meetings deserve to be prepared for? Which topics are you responsible for? Which attendees do you need to impress? How will you react when you are “caught out” without an answer?

How will I do it?

Win the War

Remember that we can all pile more yearly goals onto that PPT, and our managers may nod gleefully, but it doesn't mean that it's all achievable.

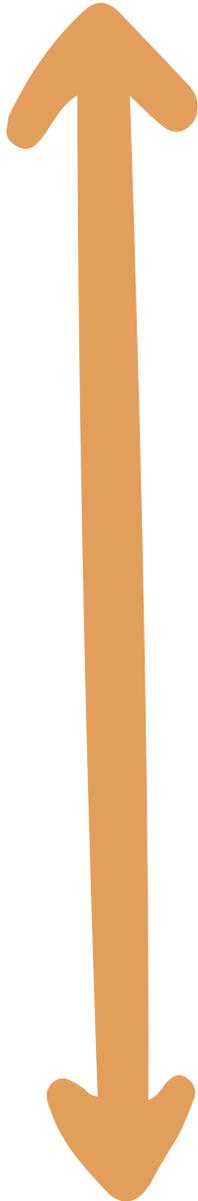
How many of your goals do you need to achieve to be happy with yourself? To get a good review? How often will you need to review them and change your course? What will you do in June if things don't look good?

How will I do it?

Harder

Manage Your Boundaries

Easier



Bin the pings

You lose 10 IQ points just by **knowing** you have an unread email. Do yourself a favour, and switch off email notifications. The sounds, the pop-ups, the little envelope icon in your taskbar.

If you're feeling brave, switch off Teams and Slack too. Decide how often you want to check in on them.

How will I do it?

Shut down

You're not paid to work 24/7 and even if you were, you could never be productive. We are human and we need rest.

Create a ritual at the end of the day to signal that you have finished work, and it can all wait until tomorrow. Is it closing and putting away your laptop? Closing the door to the office? Having a shower? Going for a walk? Singing a victory song?

How will I do it?

Just Say No

Sometimes you need to tell people "NO" when their priorities don't align with yours, or you simply don't have the time or energy to help them.

Start finding small and low-risk opportunities to try this out, gradually building up to more important topics.

Try this reframe: By saying "no" to this thing, what are you saying "yes" to?

How will I do it?

Harder

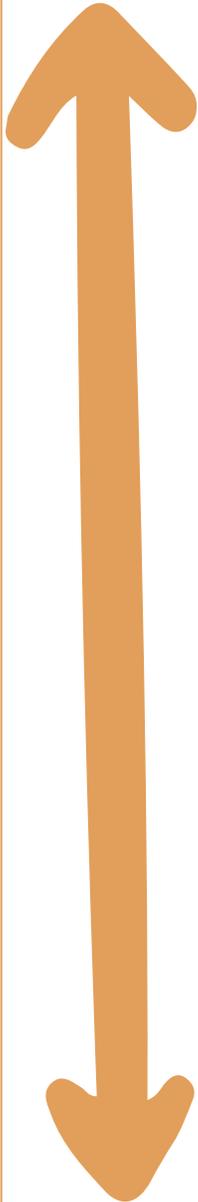
Take Action

Time

Standards

Boundaries

Easier



Reclaim your lunchbreak

Done?

How did it make me feel?

How do I feel 1 month later?

Zero or Hero?

Done?

How did it make me feel?

How do I feel 1 month later?

Bin the Pings

Done?

How did it make me feel?

How do I feel 1 month later?

Gift yourself time

Done?

How did it make me feel?

How do I feel 1 month later?

Battle Ready

Done?

How did it make me feel?

How do I feel 1 month later?

Shut Down

Done?

How did it make me feel?

How do I feel 1 month later?

Go with your flow

Done?

How did it make me feel?

How do I feel 1 month later?

Win the War

Done?

How did it make me feel?

How do I feel 1 month later?

Just Say No

Done?

How did it make me feel?

How do I feel 1 month later?

Harder



Enjoy your time!

I hope this was useful for you, and that with the reclaimed time and newfound energy, you will achieve wonderful things.

After over a decade working in commercial roles in B2B hotel distribution plus two years as a commercial leader at a global hotel chain, I get you.

I know how it feels to get stuck on a hamster wheel of reports, trying to prove to your boss that you know what is going on and preempt the questions.

I understand how easy it is to go from confident individual contributor to overwhelmed and intimidated people manager.

I know what it's like to spend evenings and Saturday mornings "doing emails" just to feel like you aren't disappointing people.

I've been there at 3am, telling myself I don't know what I'm doing.

Now, as an accredited coach, I work with people like you to get unstuck and back to doing work you love, while having time for fun too.

Emily Edwards

T: +44 7547 502 986

E: hello@emilyedwardscoaching.co.uk

W: www.emilyedwardscoaching.co.uk



[To find out how we can work together, click here](#)

[To book a free call, click here](#)