

**Triple 20 Time Management Challenge**  
“Revamp Your Routines to Enrich Your Life”

Time is a non-renewable resource, and we must treat it as such. I am positively certain that if you reflect on how your typical day unfolds, you can identify several ways to be more efficient with your time, and thus, create 60 free minutes or **ALPHA time**, to pursue new interests and opportunities in your life. Let us begin.

**Challenge Instructions:**

Take a few minutes and **reflect** on what your daily routine looks like. Now I want you to list three tasks or activities that you spend the most time on throughout your day and provide an estimate for how long you devote to each. I gave you a sample list below.

**Sample:** The three tasks/activities I spend the most time on throughout my day are:

- meal prep (45 minutes)
- commuting to and from work/school (60 minutes)
- scrolling on my phone at night (90 minutes)

**Total time spent:** 195 minutes or 3.25 hours

**Now it's your turn:**

The three tasks/activities I spend the most time on throughout my day are:

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**Total time spent:** \_\_\_\_\_

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**The goal of this challenge is to** come up with solutions for how to **reduce** the amount of time you spend on each of these tasks/activities , and estimate the amount of time you saved.

Ideally, by applying your solutions, you are creating at least 20 minutes for “ALPHA” time in each part of your day. I have provided examples below for you to follow.

To reduce the amount of time I spend on meal preparation each day, I will no longer stop to get breakfast on my way to work. Instead, I will research and purchase a pre-made meal replacement shake and/or bar to bring with me from home.

**Estimated time saved:** 15-20 minutes

**Note:** Consider that there are unforeseen delays out of your control that can eat up your time, including a longer than usual drive through line, delays in service and food preparation and otherwise. An added bonus is that you are likely eating more healthy now as well

To reduce the amount of time I spend commuting to and from work/school, I will research alternative routes for my daily commute. I will also explore and find an optimal time when leaving to avoid traffic, getting stuck behind school buses, or unwanted conversations with colleagues on my way out the door.

**Estimated time saved:** 20 minutes

**Note:** I had a colleague at my former job tell me about a different option for my commute, that avoided highway traffic completely, effectively making my drive more enjoyable and shorter!

To reduce the amount of scrolling on my phone at night, I will keep my phone away during dinner and when I speak with my family, significant other, or friends. I will also set a timer for 10 minutes once getting into bed, and then put my phone down for the night.

**Estimated time saved:** 45 minutes

**Note:** Making the effort to put your phone away and stay present in what you are doing at home, including setting a limit to scrolling time in bed, will provide you with more time to spend it on meaningful endeavors.

**Total time saved:** Roughly 1 hour and 15 minutes!

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**Now it is your turn:**

To reduce the amount of time I spend on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated time saved:** \_\_\_\_\_

To reduce the amount of time I spend on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated time saved:** \_\_\_\_\_

To reduce the amount of time I spend on \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated time saved:** \_\_\_\_\_

Personal Notes:

\_\_\_\_\_

\_\_\_\_\_

**TOTAL time saved:** \_\_\_\_\_

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## Reflection:

Think about what you could invest your time in each day, if you had 60 more minutes of ALPHA time! With the time you saved by bringing a shake for breakfast, you could now go for a short, brisk walk before work as part of a new wellness goal! The time you saved on your commute home can now be devoted to a new meditation routine aimed at improving your mental health and ability to decompress from your workday. The time you saved by putting your phone away, can now be spent reading your new book, or learning to play the acoustic guitar.

## Challenge Wrap-Up:

Look at other parts of your day, and continue applying the same method for making your life more efficient. **Keep track of your time saved by applying your solutions, and total it up below.**

**Total time saved throughout your day:** \_\_\_\_\_

**Finally**, I want you to break down how you will spend this new found time pursuing your interests and new opportunities

I will spend my new found time on:

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- 
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- 
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I hope you enjoyed this activity. Remember that when you change your habits and routines, you change your life. Good luck and check out my "From WOLF to ALPHA" process on my website for related content.

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