Twitter Thread by Tobi Emonts-Holley

Tobi Emonts-Holley
@tobi_emonts

Creating work-life balance is a daily struggle.

Here's the system I use to manage my time and energy between
• family (wife & 6 kids)
• work (CEO of a non-profit)
• personal time (hybrid athlete)

In the hope that this is useful to you too:

But before we dive into it, none of this would be possible without my wife. She is the hero of our family and the best mother a child could wish for.

Successful work-life balance means both of us having the time and energy to pursue our goals.

1) Info Capture & To-Dos

You're being bombarded with information:

• To-Dos
• Meeting notes
• Study assignments
• Gift idea for your spouse
• Online articles you want to read later

Without solid info capture, you'll get overwhelmed.

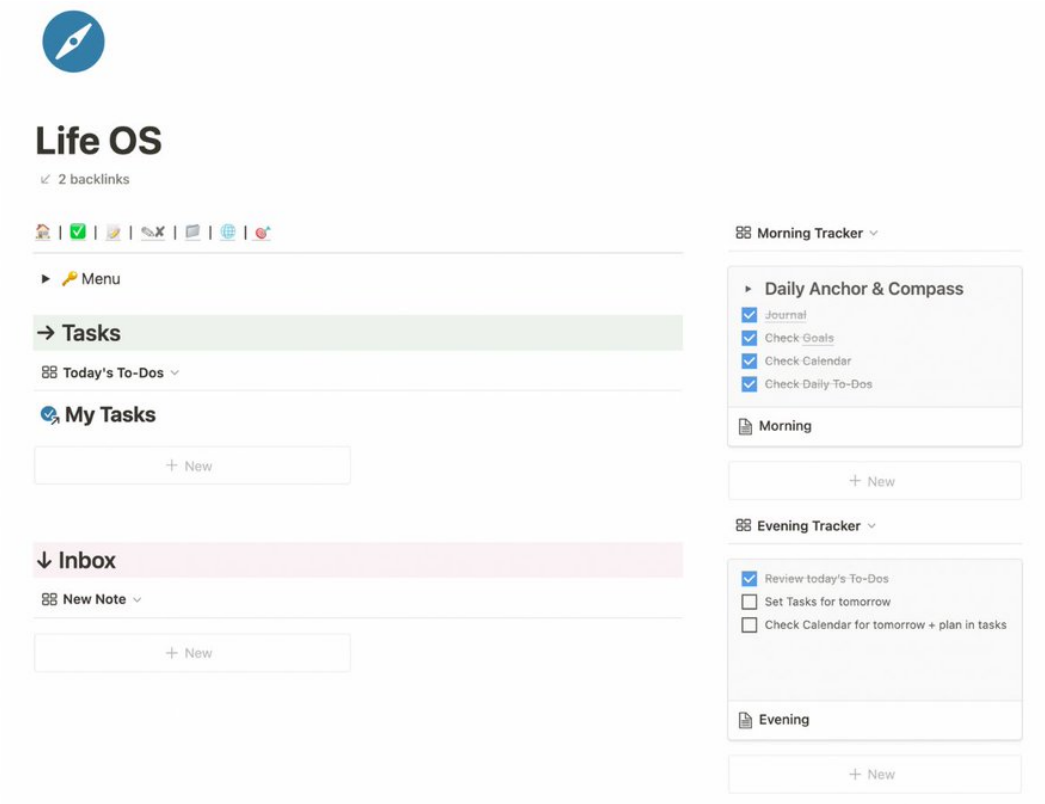
During my PhD studies, I used Evernote and Things and now I use Notion.

The most important parts of your info capture are:

• it is readily available
• quick to enter info

• searchable

Choose one that fits these criteria and don’t waste time finding the ‘perfect’ tool.

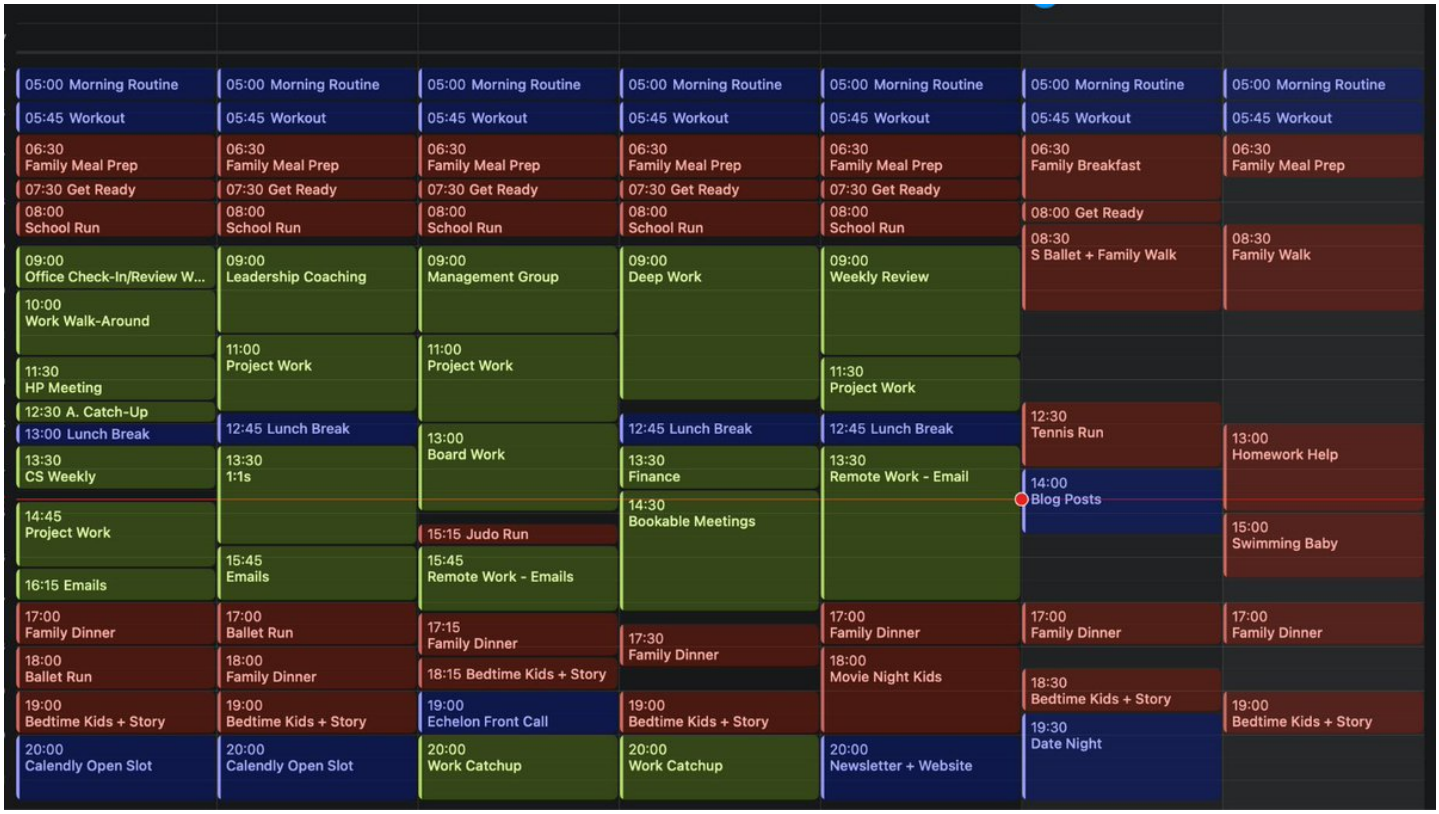


2) Time Blocking

Having a to-do list is a start. But you need to block out time in your calendar, to do them.

It seems restrictive at first, but the more you assign blocks of time to specific items, the more freedom you create.

Here’s mine:



3) Morning Routine

When your day is filled with work and family obligations, it is easy to simply go through the motions.

But living life on cruise control stops you from becoming a better version of yourself.

Fix this by building a solid morning routine.

This is my typical morning:

04:55 Alarm
05:05 Glass of water, read affirmations
05:10 Coffee, journalling
05.25 Check calendar & to-dos for today
05:45 Workout
06:30 Meal prep for the family & get ready for the day
08:00 School run

4) Why & Affirmations

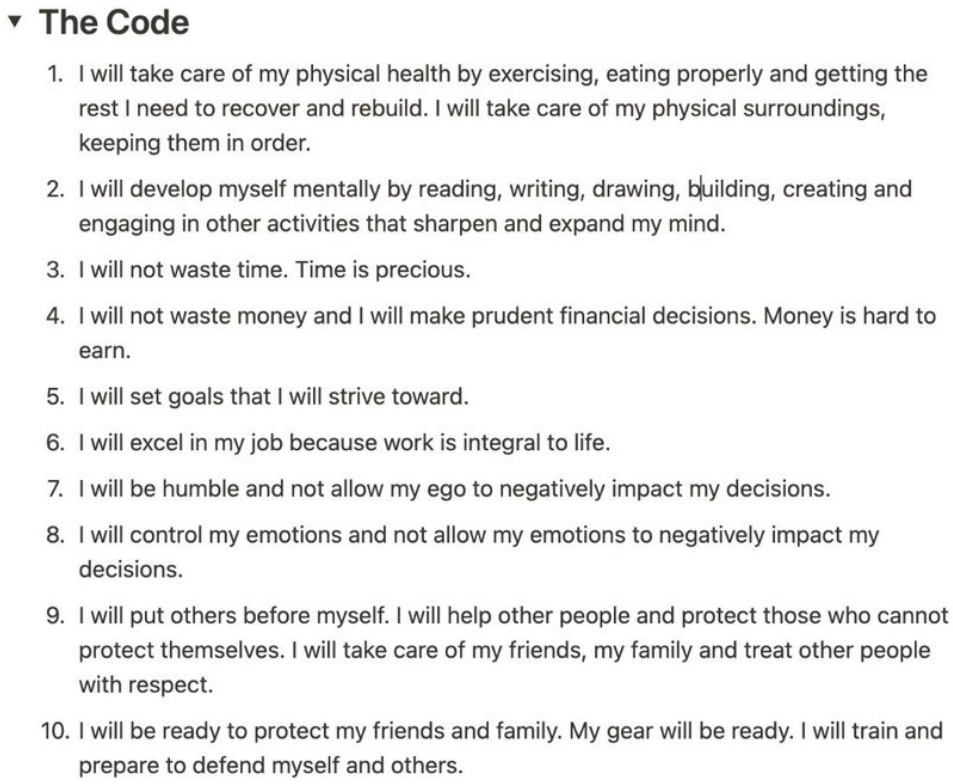
Often we forget the bigger picture when life is just so busy and we get pulled in a million directions.

Start your day by recalling your “Why” to ensure you design your days in support of your life's purpose.

(Mine: to master myself in service of others)

I used to limit myself through negative self-talk. Now I start my days with affirmations to set the right tone.

Affirmations can:
• increase your confidence
• help you focus on your goals
• help build new positive beliefs
• guide you to who you want to become



▼ **The Code**

1. I will take care of my physical health by exercising, eating properly and getting the rest I need to recover and rebuild. I will take care of my physical surroundings, keeping them in order.
2. I will develop myself mentally by reading, writing, drawing, building, creating and engaging in other activities that sharpen and expand my mind.
3. I will not waste time. Time is precious.
4. I will not waste money and I will make prudent financial decisions. Money is hard to earn.
5. I will set goals that I will strive toward.
6. I will excel in my job because work is integral to life.
7. I will be humble and not allow my ego to negatively impact my decisions.
8. I will control my emotions and not allow my emotions to negatively impact my decisions.
9. I will put others before myself. I will help other people and protect those who cannot protect themselves. I will take care of my friends, my family and treat other people with respect.
10. I will be ready to protect my friends and family. My gear will be ready. I will train and prepare to defend myself and others.

5) Evening Routine

Tomorrow’s success depends on how you end today.

• Determine how many hours of sleep you need
• Set an alarm 60mins before bedtime
• Check your calendar for tomorrow
• Turn off devices → no blue lights
• Lay out your clothes
• Pack your bag

6) Weekly Review

But for your system to work, you need to schedule a weekly review.

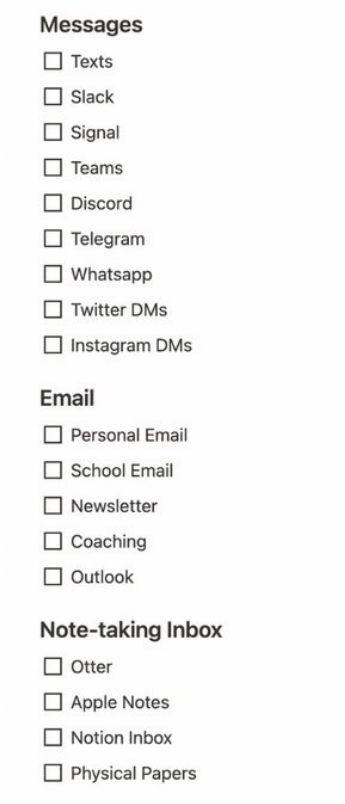
Here’s a 3-step overview:

1/ GET CLEAR

Check everything under your control:

- loose papers, receipts & lists
- inboxes (digital and & physical)
- capture everything on your mind
- review journal entries, meeting notes, etc

Get all your inboxes to zero. Schedule tasks or delegate where appropriate.



2/ GET CURRENT

Review your To-Dos, Calendar and Projects.

- review your past week
- review your upcoming week
- go through your weekly checklists
- check on the progress of your projects
- mark off finished to-dos and re-assign unfinished ones

Calendar Review

- [ ] Review last two (2) week's calendar ⇒ **Does anything need follow-up?**
- [ ] Review the coming Three (3) week's calendar ⇒ **Need to start prepping for anything?**

ToDos

- [ ] Physical Desktop Clean-Up
- [ ] Laptop Desktop Clean-Up
- [ ] Blog (upload new essays)
- [ ] Process Physical Inbox
- [ ] File & sort receipts
- [ ] Open and file mail
- [ ] Send Newsletter
- [ ] SEO review

Planning

- [ ] Review - Evaluate where projects stand, have **at least one next "Active Action" for each**
- [ ] To-Do Review → **Set Daily Highlight for each day**

3/ GET CREATIVE

Review your Someday lists and items with no clear deadlines.

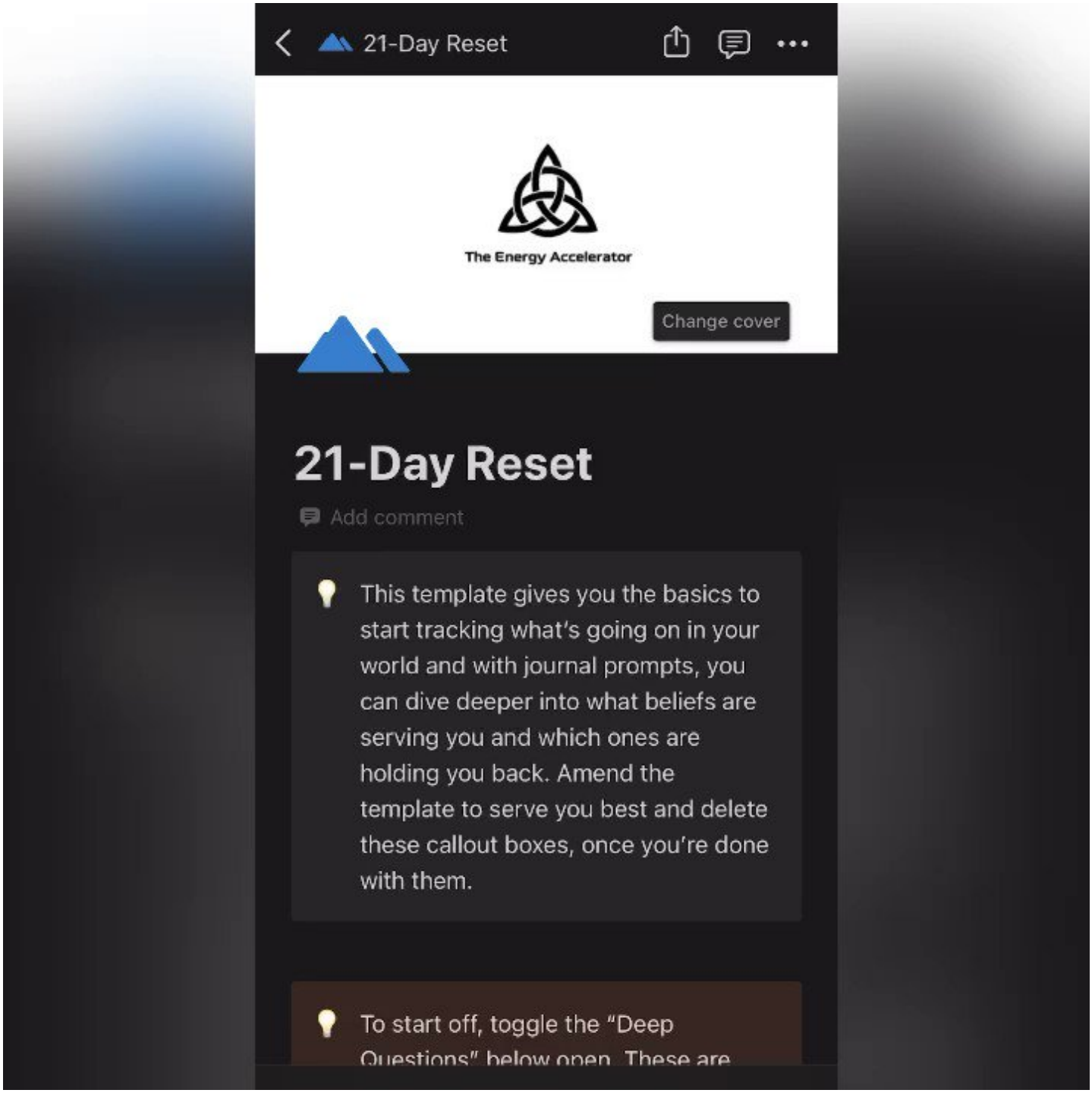
- any personal goals you want to plan for?
- dormant projects that need to be activated?
- new learning opportunities you want to pursue?

This stage allows you to review your life more broadly.

Bonus

I created a basic template of my system (incl. morning & evening routines, journal prompts and a weekly review template).

You can download it for free here:
https://t.co/zJPUTsDcHS



7) Energy Management

All the time management won't get you anywhere if you're out of energy.

You need to dedicate time to regular exercise, eat well, spend time outdoors and relax.

It's about creating a healthy lifestyle which takes care of your physical and mental health.

That's a wrap!

If you enjoyed this breakdown,

1. Follow me @tobi_emonts for more

2. RT the tweet below to share this thread with your audience https://t.co/6YLrIc20oV

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> — Tobi Emonts-Holley (@tobi_emonts) January 10, 2023

I'm looking for 2 business owners or executives to help them

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• Transform their relationships
• Get them into the best physical shape of their lives

Results guaranteed.

Want in?

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