

March 2024

Dear Friends,

Your time, the coin you don't want others to spend!

So how can you spend your time best? Let's focus on two Es – Efficiency and Environment.

Improving efficiency is particularly important when often undertaking a similar task. Can the task be automated? Is the process performed in the optimum order? Can a tool help you perform a task more effectively? Is the environment set up correctly to facilitate completing the task? Does the design of the process take into account the rate limiting steps?

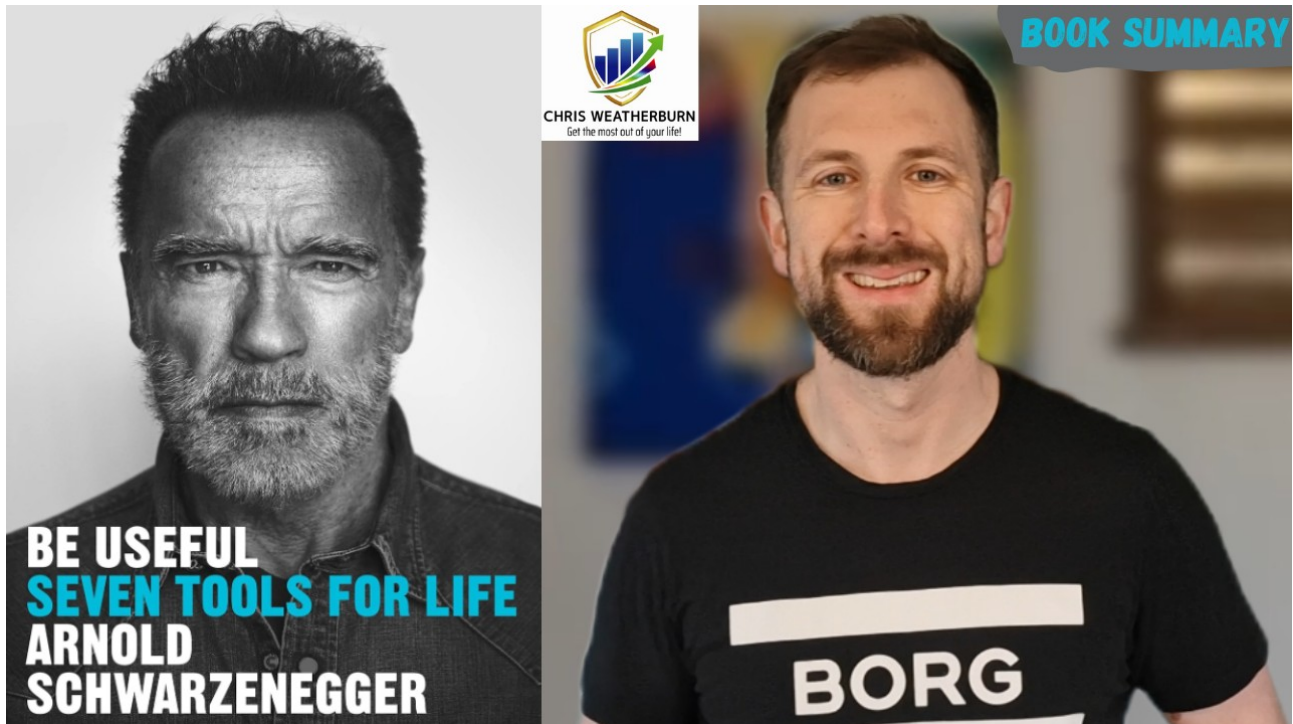
Cooking would be an example as it is a process most of us often undertake. We frequently prepare things in some sort of order and use tools to help chop up vegetables efficiently. Subtle changes to your kitchen's environment (by this I mean your immediate surroundings, not global warming) can optimise performance, by keeping similar frequently used items together. In terms of planning, no doubt you will aim to start with the thing that takes the longest.

Now that is a basic relatable example, but you can bring the same mindset to any task. Clearly efficiency is important in the work place and pioneered by Toyota Production System (read more about this [click here](#) or watch more [click here](#)).

Can you optimise your production system? I would speculate a few deliberate changes to the location of items in your home might save you a bit of time and stress trying to find items. Why is an umbrella kept in a particular place – was it deliberate thought or just where it goes?

By deliberately designing our environment we can improve our efficiency. With planning simply by shuffling a few things around in the long run you may save time. It is also worth clearing a few things out, this may make it easier to find things you want to find. Another hack is you can improve your mood by deliberately placing positive reminders around that you can see easily, these reminders can help you keep focused on your goals and practice gratitude which will help your mood.

YouTube Video of the Month



I had to include one of my childhood hero's book here. Talking about being useful, in [newsletter 33](#) I mentioned about the washing machine, a useful invention that does not always save time as it led to behaviour change - people wearing more clothes. Well, I promised I would mention my favourite piece of time saving equipment and here you have it keeping with the kitchen efficiency theme - the dishwasher!

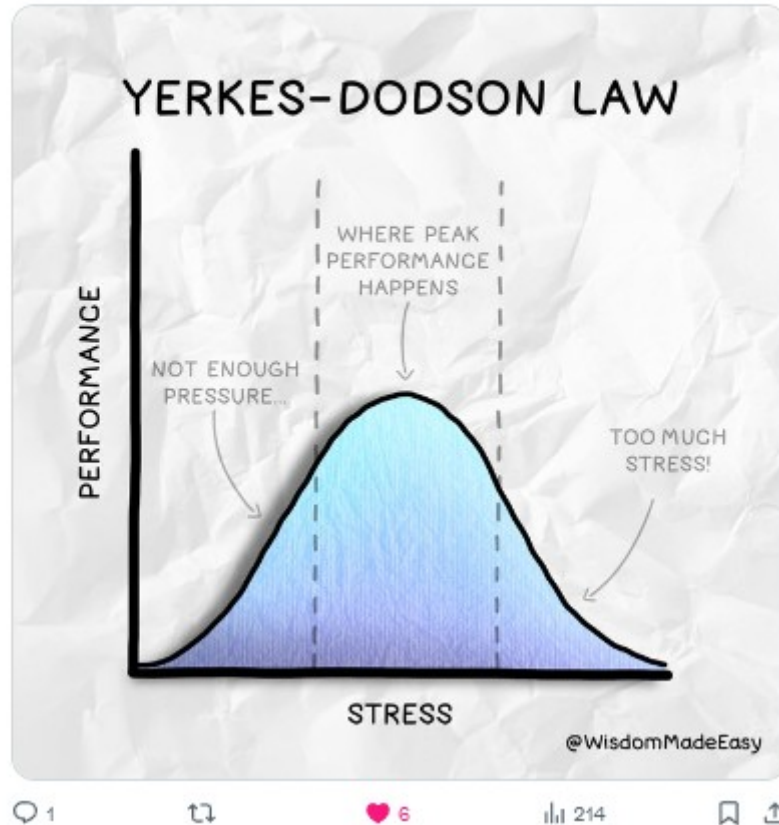
The dishwasher was first patented on 28 December 1886 by [Josephine Cochrane](#) at that point it was hand powered, so I doubt a time saver. However now it does and when I buy items for the kitchen I make sure they are dishwasher proof! Someone I met once, informed me that they have two dishwashers in their kitchen – one for clean and one for dirty dishes. That is a true efficiency.

X of the Month



Michael J Boorman - Wisdom Made Easy @WisdomMadeEasy · 36m ...
Have you heard of the Yerkes-Dodson Law?

Are you stimulating yourself enough?



Opted for this X of the month by [@WisomMadeEasy](#) as it is colourful and a good reminder that you are not a machine :) Efficiency is something to aim if you are a Cyberdyne killing machine (Terminator / Arnold film reference) but don't burn out.

Saying that if you design your environment to assist you completing tasks and serve as a reminder to prompt you to do them this is wise. Want to go to the gym? Keep your gym bag handy, don't want to watch TV – remove the batteries from the remote control. By putting obstacles in front of things we don't really want to do we may then opt for the easier option.

Please forward this to your friends so they can sign up by [clicking here](#). I'll be back next month :)

Website of the Month

<https://www.skyscanner.net/flights>

Very useful website if you are wanting cheap flights. My tip is to select your preferred departure airport then use the search everywhere function and with direct flights selected. Enjoy your trip!

Have a great month,

Chris



Chris Weatherburn

Get the most out of your life!