

# Transform Your Relationship with Time: Achieve More, Stress Less

By Jamie Jackson Spannhake, Esq., CHC

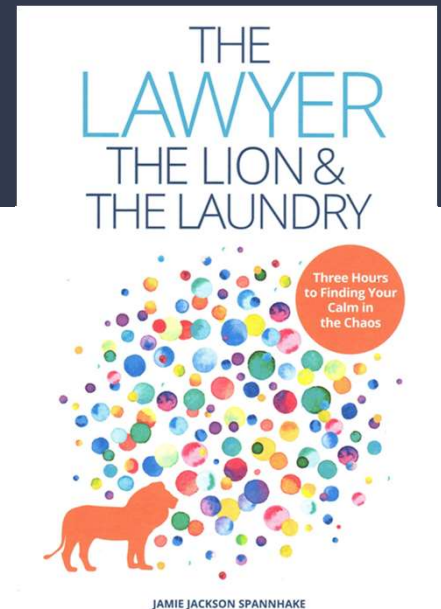


# Introduction: Faculty



[www.JamieSpannhake.com](http://www.JamieSpannhake.com)

Jamie Jackson Spannhake is an attorney, certified coach & author of *The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos*. She practiced law for 17 years in BigLaw, as a solo, and as a partner in a small firm, serving clients in New York and Connecticut. She received her certification as a health coach from the Institute of Integrative Nutrition in New York City. She helps lawyers live happier and healthier lives through one-on-one coaching, her blog “Calm in the Chaos,” and writing for Attorney at Work.



# Overview & Objectives

60 minutes, including Q&A

- ★ The Reality of Time: in other words,  
Have You Set Yourself Up to Fail?
- ★ How to Take Action to Maximize Your Time
- ★ The Language of Time Transformation
- ★ PLUS What to Do Today to Get Started

# The Reality of Time



A meme featuring the character Moss from the TV show 'The Office'. He is wearing his signature glasses and a light blue shirt with a dark tie. The background is a blurred office setting. The text is overlaid in a bold, white, sans-serif font with a black outline. The top text is a quote, and the bottom text is a correction.

**"THIS AFTERNOON HAS GONE SO  
QUICK AS I'M SO BUSY!"**

**FALSE.  
THE RATE OF TIME DOES NOT CHANGE  
BASED ON WORKLOADS.**

# 168 Hour Week: Quantify Your Time



Consider the details of what you need and want in your life. Consider:

- Sleep
- Work
- Relationships with other people, including family and friends
- Exercise, Fitness, Health
- Hobbies
- Household responsibilities, e.g. chores, yardwork, cooking, etc.
- Commuting & Driving, including to/from work and other activities
- Other/Miscellaneous

# 168 Hour Week: Quantify Your Time



How much time do you want/need for each category? Here's some examples:

- 8 hours a day practicing law?
- From 6 to 10 pm with your family on weekdays and 4 hours each Saturday and Sunday with family or friends?
- 1 hour every day of the week exercising?
- One round of golf each week? Hiking on the weekends?
- Grocery shopping takes 2 hours a week? Cooking takes 1 hour each day? Cleaning the house? Cutting the grass?
- Commute 1 hour each day? Drive kids 2 hours each weekend to sports?
- Any other time you spend? Watching TV or movies?
- What would you like to do if you had the time?





# 168 Hour Week: Quantify Your Time



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# 188.5 hours

I NEED **27 HOURS** IN EACH DAY TO SUCCEED = *Failure*

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What do we do now that we know we are trying to pour more activities into our days than the cup of time allows?



**Create time**



**Reduce what we must do**



**YOU WERE SO BUSY WONDERING IF  
YOU COULD DO IT**

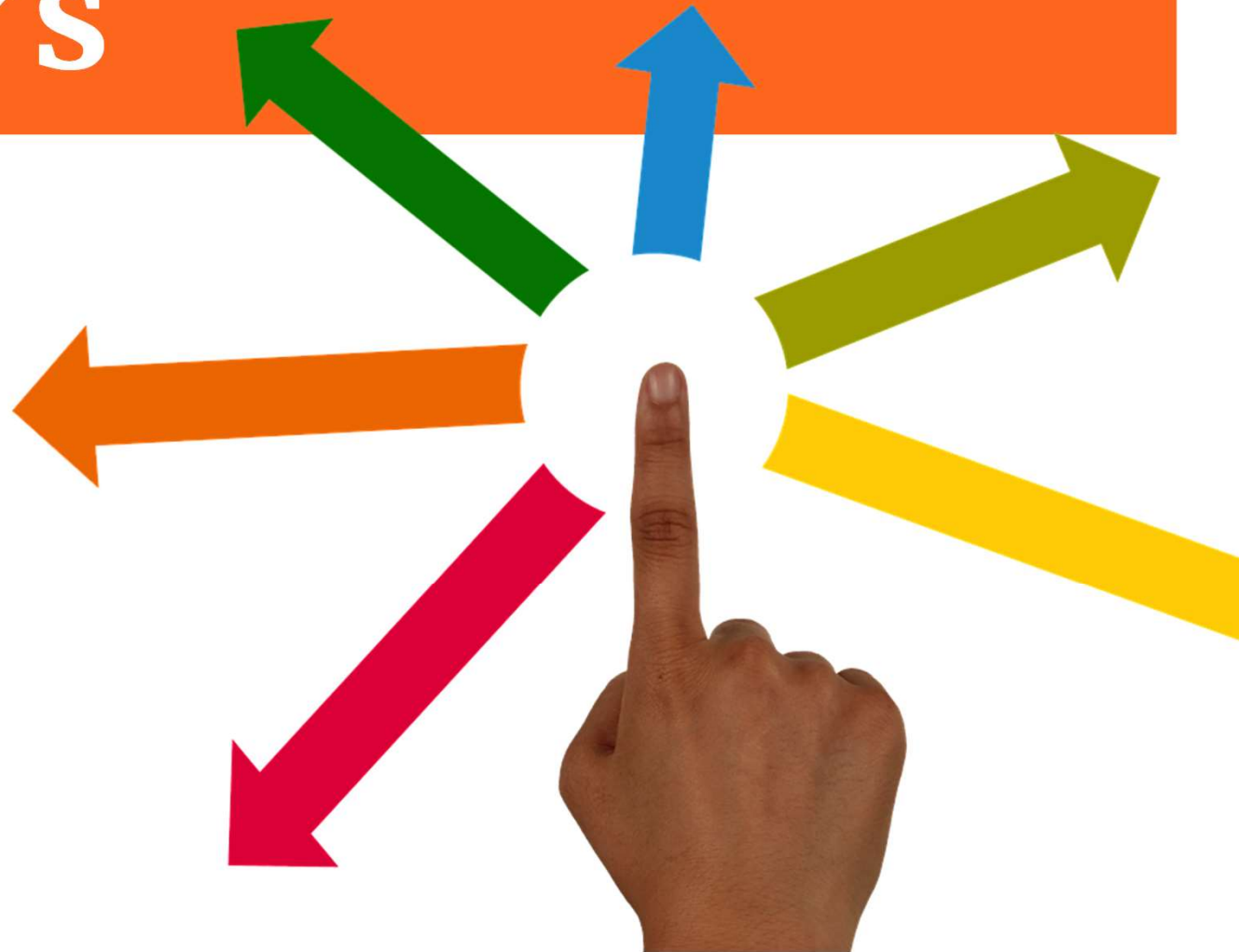
**YOU NEVER STOPPED TO ASK IF YOU  
SHOULD.**

# The 3 B's

Bag it?

Barter it?

Better it?



Can you  
BARTER it?

In other  
words...



# To whom can you delegate? Build a network.

## At Home

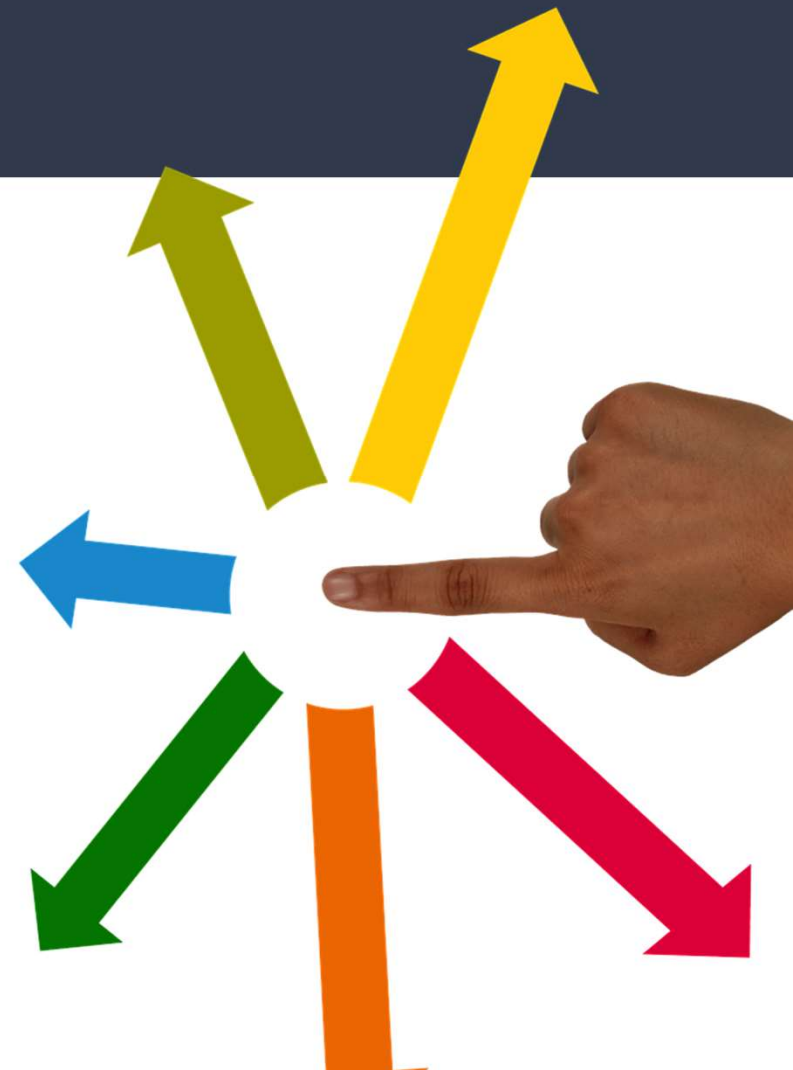
- Family
- Friends
- Neighbors
- School Teachers & Staff
- Paid helpers: babysitters, virtual assistants, drivers, etc.

## Services and Automation

- Is there a paid service to handle the task?
- Is there an app or other technology to automate the task?

## At Work

- Colleagues
- Assistants
- Freelancers
- Contractors
- New hires
- Interns





## Apply the 3 B's

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Can you...

Bag it?

Barter it?

Better it?



188.5 hours

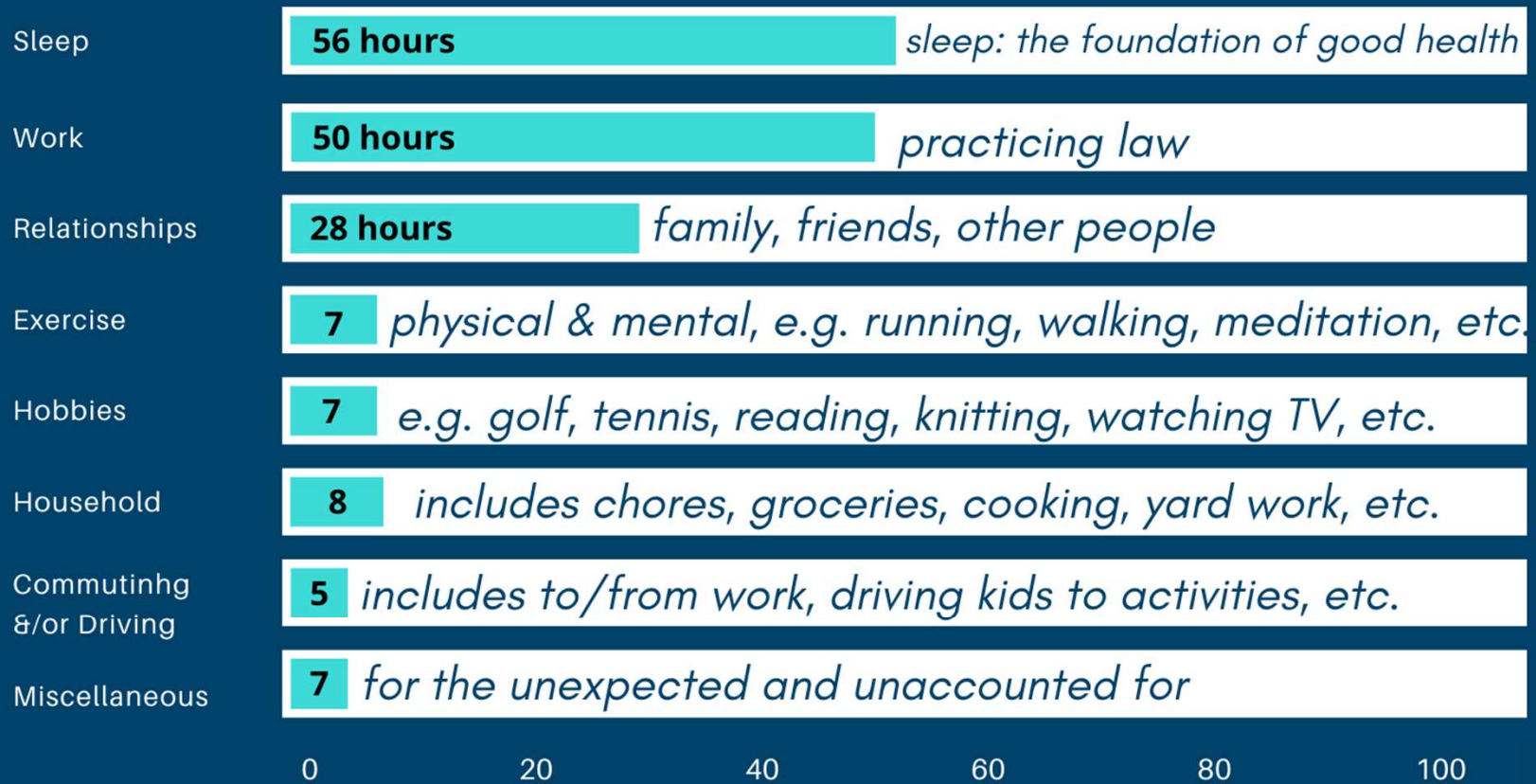
- 20.5 hours (Bag & Barter)

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168 hours!

# 168 HOURS PER WEEK

How do you spend your time?



Post-Webinar  
Exercise:

Quantify Your  
Work-Day Time  
and Tasks



*Accomplish more in  
your law practice  
in less time by  
applying the 3 B's  
to every task  
at work.*

# The Language & Thoughts of Time Transformation

You cannot change time. You *can* change how much you must do.



## Not helpful

I don't have enough time.

I'm so busy.

I have to...

Saying yes to things you don't want to do & to things that don't align with your values & goals.



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## Helpful

I have too much to do.

I have lots of opportunities right now.



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## Helpful

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I have lots of opportunities right now.

I get to ...

Asking if a task is aligned with your values or moving you toward your vision of your life.



## Review

1. 168 Hours Exercise
2. The 3 B's
3. Time Transformation  
Language & Thoughts



## Your Action Plan

1. Decide which tool
2. Consider your “why”
3. Recognize obstacles
4. Write down how you will overcome obstacles
5. Get clear on the first three steps to take



## Contact Info:

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LinkedIn: @jamiespannhake

I would enjoy connecting with you.  
Let's have a virtual coffee chat or  
you can book a free consultation.

Use code "CALM"

# Questions & Answers

# Resources: Books

Spannhake, Jamie Jackson. *The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos (Attorney at Work, 2019).*

Bernstein, Andrew. *The Myth of Stress: Where Stress Really Comes From and How to Live a Happier and Healthier Life* (Atria Books, 2010).

Covey, Stephen R. *The 7 Habits of Highly Effective People* (Free Press, 2004) (first published 1989).

Crenshaw, Dave. *The Power of Having Fun: How Meaningful Breaks Help You Get More Done and Feel Fantastic* (Berrett-Koehler Publishers, 2017).

Ferriss, Timothy. *The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich* (Harmony, 2007).

Keller, Gary & Papasan, Jay. *The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results* (Bard Press, 2013).

Northrup, Kate. *Do Less: Revolutionary Approach to Time and Energy Management for Busy Moms* (Hay House, 2019).

Rubin, Gretchen. *The Happiness Project: Or, Why I Spent a Year Trying to Sing in the Morning, Clean My Closets, Fight Right, Read Aristotle, and Generally Have More Fun* (Harper, 2009).

Vanderkam, Laura. *Juliet's School of Possibilities* (Penguin Audio, 2019).