

HOW TO MAKE TIME



FOR WHAT **FUELS** YOU

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SEMI-TOGETHER

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INTRODUCTION

Welcome! If you're reading this, you probably feel as we often do in a world with too many inputs: scattered and worn out, with way more on your To-Do list than you can actually accomplish.

We get it. We tend to take on so much because we want to be good partners, parents, friends, family members, colleagues, and community members. But if we're not intentional about reserving time for ourselves, there's none left at the end of the day. When we don't replenish the fuel in our tank, we find ourselves running on empty and heading toward burnout.

Pause for a moment and think: How often have you made it through a day or a week and realized you haven't done anything just for yourself? When was the last time you prioritized something simply because it made you feel happy, fulfilled, or energized? If your answers fall somewhere between "way too often" and "no comment," we're right there with you!

We know it's not always easy. If you're working several jobs, consumed with caregiver duties, or starting your own business, finding time for yourself can feel far-fetched or self-centered. But taking at least a few minutes a day, every day, will help renew your energy and sustain you during difficult times, allowing you to show up fully for yourself and others.

We're here to help you make this happen. We created this workbook in order to figure out which activities fuel us and how to make space for them in each week. Now we'd like to share it with you, with our examples included to get your own thoughts flowing. Let's get started!



MAKE A LIST OF YOUR FUEL BOOSTERS

To figure out what fuels you, fill in the blanks. You'll probably find some overlap among your answers, but each question may surface something a little different.

When I was a kid, I loved to spend my spare time:

Melia: Reading, creative writing and journaling, playing outside on bikes or skates, drawing and painting, spending time with or writing to friends

Gill: Roller skating, playing tag, reading, making up stories and games with friends, swimming

If I had an entire day to myself to do what I liked, I'd spend it:

Melia: Working on creative projects, reading, playing music and singing, taking a long walk or jog, having friends over for a leisurely meal

Gill: Exploring a new place in the city or going on a day trip, reading, working on creative projects, cooking a really good meal, spending the evening with family and friends



MAKE A LIST OF YOUR FUEL BOOSTERS

The last time I lost track of time doing something, I was:

Melia: Vision journaling or having drinks with close friends

Gill: Planning an upcoming trip or experimenting with a new recipe

When I'm feeling cranky, low-energy, or frazzled, a surefire way for me to recharge is:

Melia: Good food and wine with a small group of loved ones, reading, napping, singing and playing music, dancing or Zumba, listening to a podcast and cleaning or doing yard work

Gill: Swimming in the ocean, dancing, listening to music, Zumba, going for a long walk or hike, napping (even though I often resist naps)

I don't quite feel like myself if I've gone a week without:

Melia: Reading, writing something to make meaning of my experiences, seeing close friends, making music

Gill: Reading, writing that's not client work, cooking, doing something active, spending time with people I love



GATHER YOUR FUEL BOOSTERS

Now pull the fuel boosters you listed in the previous pages into a single list on the next page. Here are our own lists.

MELIA'S FUEL BOOSTERS

Reading
Personal development (online classes, books, articles, podcasts)
Meditation / micro-meditations
Guitar / piano + singing
Journaling / Vision or gratitude journaling
Self-care practice (therapy, massage)
Podcasts / audiobooks + cleaning
Creative projects
Date nights with Darren
Spending time with close friends or family
Zumba or gym
Dance parties
Napping

GILL'S FUEL BOOSTERS

Walks
Zumba / gym
Swimming
Napping
Meditation
Journaling
Planning / cooking healthy meals
Creative projects / side hustles
Podcasts / audiobooks
Plans with Brian, friends, or family
Working from coffee shops
Exploring new places / planning future adventures
Listening to music



FIGURE OUT WHEN YOU CAN MAKE TIME TO FUEL UP

Look at your calendar for the upcoming week. Where can you find open space to do some of the things on your list? Where can you replace a non-fueling activity with a fueling one?

Seek out even the briefest of windows, especially as you're forming the habit of prioritizing what fuels you. Even if you want to do something for an hour, five minutes for yourself is better than nothing! Think of these activities as micro-injections of joy and calm into your day, little doses of happiness and health to power you through.

Take your list of fuel boosters and fill in as many as you can in the schedule on the next page. To get you going, we've included our own.

SUGGESTIONS:

Estimate how much time you have for each window. If it's the same every day, write it in the left sidebar.

Look for places where you can incorporate your loved ones – partners, pals, kids, and pets – into your fuel boosters. Mark them in a certain color, if you like.



MY FUEL-BOOSTED SCHEDULE

WEEK OF: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EARLY A.M.							
MORNING							
LUNCH							
AFTERNOON							
EVENING							
LATE EVENING							
MY FUEL LEVEL							



MY FUEL-BOOSTED SCHEDULE

Melia

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EARLY A.M. 30-60m *	Personal development	Creative projects	Personal development	Creative projects	personal development	Creative projects →	
MORNING 30-60m	gym + audio content	↓	gym + audio content	↓	gym + audio content	yard work + audio content	
LUNCH 40m			Lunch w/ a friend		Semi-Together		
AFTERNOON < 1m	Micro-Meditation	→					
EVENING 30-60m	Family time	Walk	Dance party w/ kids	Walk	Music w/ kids	Dinner out	Dinner w/ Friends
LATE EVENING 1-2h	Watch a show w/ Darren Read journal	→					
MY FUEL LEVEL							

* Meditate for 10-15m if awake before the kids @SEMITOGETHER



MY FUEL-BOOSTED SCHEDULE

GILL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EARLY A.M.	HA	HA	HA	HA	HA	HA	HA
MORNING	ZUMBA + MEDITATION	WALK + PODCASTS	GYM + MEDITATION	WALK + PODCASTS	ZUMBA + MEDITATION		
LUNCH	TIME W/ BRIAN OR READING	PICK UP CSA + WASH/PREP PRODUCE				EXPLORE A NEW PLACE	LOCAL ADVENTURE
AFTERNOON	WORK FROM COFFEE SHOP SEMI-TOGETHER CREATIVE PROJECTS		WORK FROM COFFEE SHOP ST/ CREATIVE PROJECTS		WORK FROM COFFEE SHOP ST/ CREATIVE PROJECTS	ST/ CREATIVE PROJECTS	
EVENING	COOKING + AUDIOBOOKS	COOKING + AUDIOBOOKS	COOKING + AUDIOBOOKS	MAKING FUN FUTURE PLANS	PLANS W/ BRIAN	PLANS W/ FRIENDS	COOKING
LATE EVENING	READING + JOURNALING						
MY FUEL LEVEL							



SCHEDULE YOUR FUEL BOOSTERS ON YOUR REGULAR CALENDAR

Okay, after identifying where you can find time to fuel up, are you feeling a little more hopeful that you can squeeze in time to do what you love? We hope so!

Now, take the Fuel-Boosted Schedule you just created and merge it with your regular weekly calendar. Pencil in the fuel boosters that you can realistically make happen this week. Resist the temptation to pack in too many! You can always add more once you've formed the habit.

You can also locate extra pockets of time – doctor's appointments or even a trip to the post office – and pencil in activities you can do while you wait, like journaling or reading.

BE PREPARED FOR YOUR WINDOWS OF TIME

You've already set yourself up for success by mapping out what you'll do with your windows of open time. Now you can prepare to make the most of it, so you avoid spending the time deciding what to do or hunting around for what you need to do it.

Before you go to bed every night this week, look at your calendar and set out what you need for the next day: a packed gym bag, a charged laptop, or a book ready to grab.

It helps to have a home for each item so you know where to find it. Visible is memorable: Seeing these items will cue you to engage with them.



NOW GO DO IT!

Commit to a one-week experiment. Otherwise, you might get super excited about the Fuel-Boosted Schedule you just created and then forget all about it! Think of yourself as a scientist collecting data on which fueling activities best fit into your schedule, what times work best, and which fuel you most.

We suggest taping your schedule to the bathroom mirror or the front door, so it can remind you every morning when and how you'll fuel up that day.

END-OF-DAY REVIEW

At the end of each day, circle the fuel boosters you made time for. How recharged do you feel? Shade in the level of your internal battery at the bottom of the page.

Know that your fuel-up time will sometimes be derailed for reasons outside of your control: you're recovering sleep in the morning because your kids were up overnight, or a meeting comes up during your lunch break. If you have a new baby or pet, their schedule will largely determine yours for a while! It can be frustrating not to have the time you expected, but it helps to know that you have an upcoming block reserved. And if you're prepared with the tools and the mindset, you can take advantage of any other windows that open up unexpectedly.



END-OF-WEEK REVIEW

At the end of the week, look back and review your Fuel-Boosted Schedule.

How I feel:

These are the fuel-boosters I made time for:

These are the ones that fueled me most:

Best times of day for me to fuel boost:

What I learned about myself this week:

What I'll adjust next week:

Start fresh with a blank Fuel-Boosted Schedule for the next week and use your notes above to adjust what you'll do when.



CELEBRATE AND SHARE!

Take a minute to give yourself a gold star (or five!) for making time for what fuels you. For many of us, it's not easy, but self-care is the foundation for everything we do. The more that all of us put fuel in our tanks, the more of ourselves we'll have to offer to our loved ones and the larger world.

Share your list of fuel boosters on social to inspire others to create their own! Tag @semitogether in a pic and use the hashtag #STfuelboost.

You can find links and show notes for Semi-Together podcast episodes, and other personal development resources at semitogether.com. We want to help you get it together while giving yourself credit for where you've got it together, as we learn to do the same.

♥ Melia & Gill

Let us know how this practice worked for you and which fueling activities you're doing more of! Email us at podcast@semitogether.com or leave a comment on our most recent Instagram or Facebook post @semitogether.

SEMI-TOGETHER

Semi-Together is a personal development brand by sisters Melia Dicker & Gillian Burgess about having some of your life together all of the time. We help you get it together as we get it together – taking steps toward our goals, celebrating little victories, and learning to take the kind of advice that we'd give a friend. We share all of this in our biweekly podcast.

We've spent years learning about best practices for mindful, creative living from books, workshops, podcasts, and therapists. But there's a big difference between what we know is good for us and what we actually do. If that sounds familiar, we are right there with you!



MELIA DICKER

Melia has a full-time job in Jackson, Mississippi and is raising two young kids. On any given day, her to-do list is way longer than she can possibly finish. She is working on accepting herself and her limitations in this season of life, carving out pockets of time for creativity and mindfulness wherever she can.

  @meliadicker



GILLIAN BURGESS

Gill lives in Barcelona, Spain and is a self-employed writer obsessed with food, drink, and travel. She wants to do all of the things, but she has a hard time focusing enough to finish anything. She is trying to figure out where work, creative projects, relationships, and self-care fit into a good life.

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