



# 30 DAY TIME RECLAIM CHALLENGE

This course is designed to help you reclaim your time and mental energy with actionable steps.

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## EMILY DODDS

FOUNDER OF IMMACULATE HOME

With three degrees and a background as a nurse, Emily founded Immaculate Home to offer bespoke concierge services that bring calm, order, and elegance to clients' lives. Her approach combines meticulous attention to detail with a deep understanding of each client's unique needs, allowing her team to seamlessly integrate and handle all aspects of home management. Emily's journey from a small side business to a trusted lifestyle brand exemplifies her dedication to creating stress-free, fulfilling environments for her clients, making her guidance invaluable for anyone looking to reclaim time and simplify their lifestyle.

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# ACTIONABLE SOLUTIONS & JOURNALING PROMPTS

The 30-Day Time Reclaim Challenge is designed to help you reclaim your time and mental energy with actionable steps. By the end of the challenge, you'll have a clearer understanding of your daily responsibilities and how to manage them better. Each day includes concrete actions and reflection prompts, and you'll get to see how your time is allocated by using color coordination to gain clarity. Here's the template for a booklet-style delivery, including journaling prompts.

## KEEP BUILDING MOMENTUM

This booklet provides structure and actionable solutions to help participants reclaim their time, with reflective journaling prompts to deepen the impact. The color coordination on Day 2 helps you to visualize how you spend your time and gain clarity on where adjustments are needed. When you find yourself struggling to stay on track, be sure to revisit your Time Audit and Energy Drain Assessment.



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# SETTING UP FOR SUCCESS

How you commit to your first days of something new can make or break your overall success

## DAY 1: TRACK YOUR TIME

**Action:** Track every task you complete today, big or small.

**Journaling Prompt:** *What surprised you about how much time each task took? Were there tasks you didn't realize consumed so much of your day?*

## DAY 2: ASSIGN COLORS TO YOUR RESPONSIBILITIES

**Action:** Assign a color to each major category of responsibility in your life. For example: BLUE (work), GREEN (family), YELLOW (health), etc. Color-coding helps you visually identify how much time you're spending on each aspect of your life.

**Journaling Prompt:** *When you color-code your day, do you notice an imbalance? Are certain colors (like work) dominating your schedule?*



# 1 WEEK

## CREATING AWARENESS & COLOR COORDINATION

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**DAY 3: IDENTIFY TIME WASTERS**

**Action:** Track every task you complete today, big or small.

**Journaling Prompt:** *What surprised you about how much time each task took? Were there tasks you didn't realize consumed so much of your day?*

**DAY 4: SET A SMALL TIME-SAVING GOAL**

**Action:** Choose one small task to simplify or reduce this week.

**Journaling Prompt:** *What's one small change you'll make today to cut down on a low-value task?*

**DAY 5: DECLUTTER A SMALL SPACE**

**Action:** Spend 15 minutes decluttering one space in your home or workspace.

**Journaling Prompt:** *How did decluttering make you feel? Did it give you a sense of control or mental clarity?*

**DAY 6: BLOCK YOUR TIME**

**Action:** Time block your day by scheduling similar tasks together.

**Journaling Prompt:** *How did time blocking help with focus? Did you feel more productive?*

**DAY 7: IDENTIFY ENERGY DRAINS**

**Action:** Reflect on which tasks drained your energy this week.

**Journaling Prompt:** *Which task took the most energy? How will you delegate, reduce, or streamline it next week?*

**DAY 8: BATCH YOUR TASKS**

**Action:** Group similar tasks together (like emails, phone calls, or errands) and complete them in one block of time.

**Journaling Prompt:** *How did batching tasks improve your workflow today? Did you save time?*

**DAY 9: AUTOMATE A TASK**

**Action:** Automate one repetitive task, like setting up automatic bill payments or ordering groceries online.

**Journaling Prompt:** *What task did you automate today? How much time will it save you in the long run?*



# 2

WEEK

## AUTOMATING & SIMPLIFYING

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**DAY 10: DELEGATE A TASK**

**Action:** Choose one task to delegate this week—whether it's to a family member, colleague, or hired help.

**Journaling Prompt:** *How did it feel to delegate? Did you experience any guilt or relief?*

**DAY 11: PLAN YOUR MEALS FOR THE WEEK**

**Action:** Use your meal planning calendar to prepare meals for the week ahead.

**Journaling Prompt:** *How much time will this save you throughout the week?*

**DAY 12: SINGLE-TASKING OVER MULTITASKING**

**Action:** Focus on doing one thing at a time today — no multitasking.

**Journaling Prompt:** *How did focusing on single-tasking change your productivity? Did you feel more efficient?*

**DAY 13: CREATE AN ONLINE BOOKING CALENDAR**

**Action:** Set up an online booking calendar (e.g., Calendly) to streamline scheduling and reduce back-and-forth communication.

**Journaling Prompt:** *How much time will this save in the future when setting meetings?*

**DAY 14: REFLECT ON YOUR WEEK**

**Action:** Review your time log for the past week. What worked? What didn't?

**Journaling Prompt:** *What time-saving changes had the most impact? What will you focus on next week?*

**DAY 15: IDENTIFY YOUR TOP THREE PRIORITIES**

**Action:** Write down the top 3 things that matter most to you — family, career, health, or hobbies.

**Journaling Prompt:** *How do your current time commitments align with these priorities?*

**DAY 16: SAY NO TO ONE THING**

**Action:** Say no to one non-essential commitment today.

**Journaling Prompt:** *How did saying no affect your schedule? Did it make room for something more meaningful?*



“

A well-ordered life is like  
climbing a tower; the view  
halfway up is better than the  
view from the base, and it  
steadily becomes finer as the  
horizon expands

William Lyon Phelps  
*Author, Critic, & Scholar*



# 3 WEEK

## PRIORITIZING WHAT MATTERS

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## DAY 17: DELEGATE WITHOUT GUILT

**Action:** Delegate one more task this week and release any guilt you feel about it.

**Journaling Prompt:** *What task did you delegate? How did it free up your time?*

## DAY 18: BLOCK OUT FOCUS TIME

**Action:** Set aside 1-2 hours today for uninterrupted focus on a high-priority task.

**Journaling Prompt:** *What did you achieve during your focus time? How did it feel to focus on one important thing?*

## DAY 19: REDUCE MEETINGS

**Action:** Shorten or reduce meetings today by keeping them focused and efficient.

**Journaling Prompt:** *How did focusing on single-tasking change your productivity? Did you feel more efficient?*

## DAY 20: UNPLUG FOR ONE HOUR

**Action:** Choose one hour today to unplug from all screens.

**Journaling Prompt:** *How did it feel to disconnect? What did you do with the time you gained?*

## DAY 21: CHECK IN ON YOUR PRIORITIES

**Action:** Reflect on how much time you've spent on your top 3 priorities this week.

**Journaling Prompt:** *Are you spending enough time on what matters? What needs adjusting?*

## DAY 22: SET LONG-TERM GOALS

**Action:** Write down 1-3 long-term goals.

**Journaling Prompt:** *How will better time management help you achieve these goals faster?*

## DAY 23: BUILD A MORNING ROUTINE

**Action:** Establish a morning routine that energizes you — whether it's reading, journaling, or exercising.

**Journaling Prompt:** *How did your morning routine set the tone for your day?*



You've got 1 week to go!

*Every moment is an  
opportunity to  
change  
your perspective.*





# 4 WEEK

## LONG-TERM CHANGES

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**DAY 24: WEEKLY RESET**

**Action:** Reset your schedule for the week ahead by updating your to-do list, clearing your workspace, and setting new goals.

**Journaling Prompt:** *How does preparing for the week ahead give you a sense of control?*

**DAY 25: ADD BUFFER TIME**

**Action:** Block out 30 minutes in your day for buffer time to handle unexpected tasks or simply take a mental break.

**Journaling Prompt:** *How did having buffer time reduce stress?*

**DAY 26: REDUCE DISTRACTIONS**

**Action:** Turn off unnecessary notifications and distractions today.

**Journaling Prompt:** *How did limiting distractions improve your focus?*

**DAY 27: SET BOUNDARIES**

**Action:** Identify one area in your life where you need to set a boundary and implement it today.

**Journaling Prompt:** *How did setting this boundary make you feel? What was the impact?*

**DAY 28: REFLECT ON YOUR PROGRESS**

**Action:** Look back at the challenge so far and reflect on your progress.

**Journaling Prompt:** *What change has made the biggest difference in your time management and energy?*

**DAY 29: COMMIT TO ONE HABIT**

**Action:** Choose one habit you've built during the challenge and commit to it long-term.

**Journaling Prompt:** *What habit are you committing to? How will it benefit you moving forward?*

**DAY 30: CELEBRATE YOUR WINS**

**Action:** Reflect on how much time you've reclaimed and celebrate your progress!

**Journaling Prompt:** *How has reclaiming your time improved your life? What will you do with your newfound time and energy?*



## YOU DID IT!

You reclaimed your time and mental energy in thoughtful and meaningful ways. Over the past month you tackled everything from setting boundaries, to decluttering, automating tasks & more. These practices can be repeated anytime you feel yourself slipping into past patterns that reduce your productivity and mental focus.

Looking to reclaim even more? We'd love to help.

*Learn more at*

[MyImmaculateHome.com](https://MyImmaculateHome.com)