



LM Magazine  
*Unlock your full Potential*

**TIME MANAGEMENT  
MASTERCLASS**

Sara Fernandes



**TIME MANAGEMENT**



# WELCOME!

I'm Sara, a multi-passionate entrepreneur dedicated to helping **everyday women create fulfilling and meaningful lives**. I'm a life coach, author, course creator, and the editor of LM Magazine, a digital publication inspiring midlife women to unlock their full potential.

I am obsessed with empowering women to create their best life NOW, through taking care of themselves, organizing their life, their money, and creating multiple income streams. I do this by Sharing my own experience (and no I'm not making 6 figures a month!), the Products I create and Coaching.

At **LM Magazine**, the spirit is the same, it's all about empowering women to be the best version of themselves. Each month we dive into topics that matter most to women, from personal development and wellness to mindful living and financial wisdom. The mission is to help you create the best life possible with practical advice, uplifting stories, and a supportive community. Whether you're navigating life's transitions, setting new goals, or simply looking for motivation, LM Magazine is your companion on your journey to a fulfilling life.

# ABOUT TIME MANAGEMENT

*my experience.*

This month is all about Time Management. We have a challenge that is almost over, The 28-Day Time Mastery Journey Challenge. Time Management feels so important and so heavy because to me it's the difference between eating healthy or eating take-away, whether I exercise or not. I must say, this session is about learning practical strategies and being ok with not being perfect, we're not chasing perfection—we're creating progress.

My own experience is that it's not about how busy you are, how many things you have going on, it's about the intention you set for your day.

For a long time I would get up in the morning and already feel like I was late!, late to start the day, late to get everything I wanted done... and the truth is, I was creating a sense of urgency and stress that wasn't there. I get up at exactly the same time now and I get most of the things done, I'm ok with disruptions because, that's life!



I hear all the time that getting up early is the key, and I tried, Miracle Morning was my “everywhere” companion for a couple of years and all it was doing was creating more stress. I would get up at 5am, exercise, journal, read, have a shower and by the time my husband got up I was already feeling tired and dragging my feet. And I would spend the day trying to figure out a way to get out of it the next day... not being present anywhere.

So now, my sweet spot is between 6:30 and 7am. Before I even get up, I set the intention for my day (a game changer) . I usually set the intention to have a calm and productive day. I get up, I stretch for 10 minutes or do a quick yoga class, get ready for the day, have breakfast, if I'm teaching, I leave the house feeling energized and excited if I'm working from home, I take care of lunch, laundry (if needed), prepare a cup of coffee, fill my water bottle and sit at my desk and let the day unfold as it will. I don't try to force anything.



# QUESTION:

Do you have a routine or a unique way you start your day? Do you set intentions, do you block time?



# THE MYTHS

*There are a lot of myths out there that I want to address.*

## **Myth:**

*You need more time.*

## **Truth:**

***You need to manage energy and priorities, not just***



# THE MYTHS

**Myth:**

*Multitasking is productive.*

**Truth:**

*It reduces focus and efficiency.*



# THE MYTHS

**Myth:**

*Rigid schedules create freedom.*

**Truth:**

***Flexibility with structure works best.***



# QUESTION:

Do you have an experience with either of these myths?



# IN OUR CHALLENGE

*we went over different methods of planning.*

Eisenhower Matrix to the Pomodoro Method, to time blocking, batching to saying no...

I tried them all because I'm always looking to see what else I can do. I have a lot of things going on at any given time in my life, so I need more hours!

For me, I'm not giving all the things the same time or attention at the same time. For example, from the 15-25th every month I'm very focused on the Magazine, I need to start editing, putting it all together and creating challenges... But I'm not connecting as much with possible contributors to the magazine, I'm not so focused on writing blog posts or creating videos because my main focus is the magazine and getting it done and done well, to send to the subscribers.



I might still have a connection call with someone, I might have a speaking engagement, but I'm not spending as much time on that, I am already prepared for that, I prepared when I was waiting for articles to come in for the magazine, while I was writing blog posts and connecting with people to let them know about the magazine and asking them to join our community. I am a publisher and during the time I'm focused on the magazine, I don't think about working on my books.

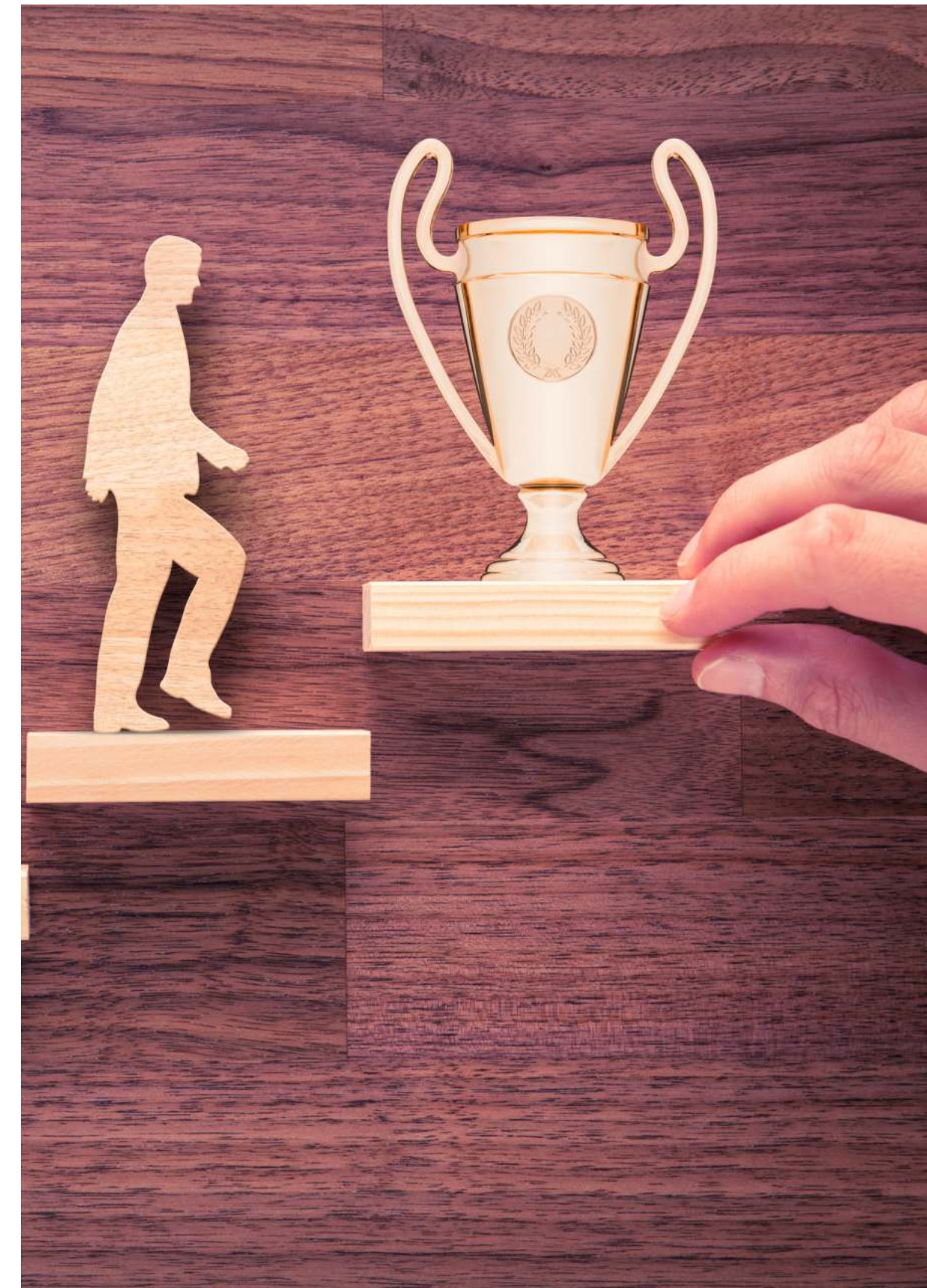
That's why I think it's brilliant that we try things first, see if it's a fit, if not, scratch that and try another method. Create your own! Who's to say you don't come up with the most brilliant way to manage time?

There's a method called Pomodoro, that's tomato in Italian, it's called that because that's the timer Francesco Cirillo (who coined the term and method) was using when it came to him! So, anything is possible!



# THE 4 PILLARS OF TIME MASTERY

Identify Distractions	Recognize what frequently disrupts your focus. Use the matrix to help prioritize.
Planning	Time blocking, batching, and scheduling for energy levels
Boundaries	Saying no, managing interruptions, and creating time buffers
Mindset	Setting intentions. Shifting from "I don't have time" to "I choose what matters"



# TIME MASTERY IS ABOUT PROGRESS, NOT PERFECTION.

Time mastery isn't about squeezing more into your day—it's about making space for what truly matters. I hope today's session gave you the tools and motivation to take back control of your time, one small step at a time. If you enjoyed this Masterclass and want more inspiration, challenges, and expert insights to help you create your best life, and if you aren't one yet!, I invite you to subscribe to Life Mastery Magazine. Every month, we dive into a new theme designed to empower you with practical strategies, uplifting stories, and a supportive community. Don't miss out—join us and let's keep growing together!



# THANK YOU!

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