

Scheduling allows for more productive days

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Planning my work prevents me from feeling overwhelmed by my responsibilities.

Although unexpected situations sometimes arise, I am able to manage them because I build in time for them.

Being proactive about planning also makes me more productive. **I focus on the important things first and earn bigger wins that way.**

Whenever my day feels chaotic, I take a step back and look at what is in front of me. I allow myself to filter out what I am able to postpone and concentrate on the urgent matters.

Even my personal time is scheduled because it allows me to achieve balance.

Enjoying too much downtime leads to a declining work ethic. I like being able to stay mentally sharp so I add constructive activities to my days off as well.

Being productive means more than achieving work tasks. It also means being able to spend time on building

relationships.

My friends and family members are important to me. I work on quality time with them so we are able to strengthen our bond. That is a duty that I enjoy so I am sure to make time for it.

Today, scheduling offers the kind of control that makes life easier.

I avoid feeling restricted by plans because I know they show me where my priorities lie. I am content with achieving the things that I consider important to my well-being.

Self-Reflection Questions:

1. How do I choose between equally important competing demands on my time?
2. How do I know when I have reached my maximum workload?
3. In what other aspects of my life do I find scheduling helpful?

Personal Reflection Exercises...

The more organized I become, the more I feel responsible for my actions.



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As I become more organized, I naturally begin to feel more responsible for my own actions. **Organization leads to success**, and success lead to increased confidence and responsibilities.

Once I have caught a glimpse of my own potential, I am unlikely to go back to allowing life to come at me at random.

If I go to a thrift store and buy whatever lamp happens to be on the back shelf, I likely won't get upset if I knock it off my nightstand! But if I have saved and shopped with a particular lamp in mind, I am far more careful with its care.

My life is the same way. **When I put time and energy into organizing my life, I am investing in my success.** Whatever I invest in, I actively value.

Because I have invested in organizing my life, I have a guide for my days. I have a purpose and direction for my life. I am no longer a victim of circumstance but an active player in my own life.

Self-Reflection Questions:

1. Do I allow myself to believe the myth that my destiny is out of my hands?
2. Am I investing in my own success?
3. Have I taken the time to plan out how I will achieve my dreams and goals?

Personal Reflection Exercises...

Time is my friend.



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Time is my friend. I work with it, enjoy it, respect it, and make the best of it.

While I have an abundance of time in my life, I choose to both enjoy and respect this wonderful gift.

I have so much I want to accomplish and, by planning carefully, I can ensure that I have the time to do everything I desire.

Thinking of time as an hourglass is not representative of the way I view time. Instead, I imagine all of the sands of time spread throughout an enormous desert. I can see time extend in every direction. ***I know that I have the time to accomplish everything I desire.***

I place priorities on the goals in my life. The things I most want to accomplish are given my attention first. This allows me to make sure I have the time to do the things that are most dear to me.

Certain tasks in my life may need to be completed in a limited time frame and I accept that. I give myself deadlines and I stick to them. This ensures that I do not waste my valuable time.

When I work with time and respect it, I have the ability to balance my life.

Giving myself the time to pursue my personal desires, to fulfill my work responsibilities, and to devote attention to my family are important uses of my time. Learning how to balance my time is important.

I am thankful to have found a friendship with time. By making the most of the time I am given, I am able to make the best life for my loved ones and myself.

Self-Reflection Questions:

1. Have I prioritized the goals in my life so that I can make time for the things that are most important to me?
2. How can I remove time wasters from my life?
3. Do I respect and value the time I have been given?

Personal Reflection Exercises...

Time is on my side, so I take advantage of every second.



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Life is too short to sit and wonder what would happen if I just tried a bit harder. To me, life is about taking action!

It is certainly all right, and often necessary, to think about decisions before making them. But if all I do is think about how great life would be if I were to only take the first step towards my dream, my life would pass me by!

Fortunately, time is on my side. ***I have all of the time I need to accomplish my dreams, and I make good use of every minute.*** Because I am confident that I can achieve whatever I want, today is the day that I have the courage to move toward my goals.

If I fall down, I have enough time to learn from my mistakes and do things differently the next time. Each second that I sit around denying my dreams is another second lost that I could have used to advance toward my desires.

This is the time for me to shine because I say it is! ***I release my fear of rejection and failure and finally do what fills my heart with joy.*** I do all of this because I deserve to be happy!

Today, I vigorously chase my dreams. Time is on my side, so if I fail, I can always try again or move onto a new endeavor.

Self-Reflection Questions:

1. Do I refrain from chasing my dreams because I am unconfident?
2. How can I help my loved ones support my dreams?
3. When was the last time I chased a dream without inhibition?

TIME MANAGEMENT HELPS ME REMAIN COMPOSED

Time management helps me remain composed.

Managing my schedule helps me be effective with my time usage. It enables me to plot time blocks and anticipate events. I identify priorities and keep my obligations organized.

Finding a balance between work and leisure is challenging. By structuring my commitments, I distinguish where my free time is located. ***I plan small patches of free time as a buffer for the unexpected.*** By creating breathing room in my schedule, time buffers double as stress buffers.

My detailed schedule helps prevent me from overextending myself. I keep my stress level at a minimum by having a methodical plan of attack each day. Updating my calendar ensures that I keep an eye on future events.

Knowing my next engagement grants me the ability to mentally prepare. ***I am focused and ready for each new task and obligation.***

When the day is full, it flies by. On days

when my schedule is light, I use the extra time to my advantage. I accomplish tasks that have been set aside. I try to get ahead of schedule on assignments.

Through repetition, I become more efficient with my time and better prepared for the future.

Today, I plan for tomorrow. I keep an eye on the horizon in an effort to avoid surprises. By approaching the week with foresight, I see the bigger picture of challenges to come. I ensure that my plan is thorough and reasonable.

Self-Reflection Questions:

1. How can I build greater flexibility into my schedule?
2. How do I prepare for unexpected events that arise?
3. What can I do to handle stress caused by unforeseen events?

Personal Reflection Exercises...

When I organize my space, my life has order.



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My life has order because everything in it has a place. Being organized helps me achieve balance in my personal life.

I eliminate wasting time searching for things because I know I can find them exactly where they belong. I keep things in their place to reduce clutter and save money by not having to purchase what I already own.

My productivity level increases when I am able to focus on my work and my priorities in an environment free from chaos. ***I am able to get more work done in less time, allowing me to free my time to spend on more important things like family.***

Clutter is absent from my life; instead, I am surrounded by peace and serenity. I am able to set personal goals and achieve them because I am in control of my environment.

Organization helps me succeed. I seldom have to stop my work to look for an item or wonder where my tools are. My concentration improves as I devote more uninterrupted time to my thoughts.

My life is free from stress when I know where things belong. Peace fills my soul when I look across my clean house, organized desk, and neat car.

I am organized because I value the things I own. ***The extra time that it takes every day to put things back in their place is worth my peace of mind.***

Today, I reclaim order in my life. I choose to honor myself by giving the gift of an organized space.

Self-Reflection Questions:

1. What areas of my life could use more organization?
2. How do I feel when my space is organized?
3. What steps can I take today to improve my organization?