

Personal Reflection Exercises...

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I let go of the idea that I can always do more if only I try harder. I know I have limits because, after all, I am only human.

I leave superhero efforts to the superheroes and enjoy doing what I can without putting undue stress on myself.

I strive to recognize my limits and stay within them. There is nothing wrong with stretching my limits here and there, but continuously trying to work past them only sets me up for failure. ***When I stay within my limits, I choose success.***

Learning to stay within my limits is just like exercising. If I push my muscles beyond their capabilities, I cause injury, which can set me back even further than when I started. However, I *can* stretch them little by little.

In the same way, I can challenge myself to try new things, just as long as I carefully schedule my time and efforts based on what I know I can do. If someone asks me to do something I do not have the time or skills for, I confidently say "no". This is far better than misleading them today and disappointing them tomorrow.

I can achieve more by purposefully staying within my limits. Planning my actions around my current skills and abilities allows me to spend my time doing what I know I can do. I avoid wasting my time and energy with the impossible.

Today, I choose to recognize my limits and direct my energy toward performing well within my limits. In this way, I am a success!

Self-Reflection Questions:

1. Have I learned to say "no" when people ask too much of me?
2. What happens to me when I am over-stretched?
3. Do I set myself up for success by accurately scheduling my time?

Personal Reflection Exercises...

I always meet my deadlines.



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My deadlines are important to me and with careful planning I am able to achieve anything I set my mind to. ***I plan ahead to ensure I am at my best in order to become the success that I deserve.***

I make plans to achieve my goals without stress. When I do this, I confidently and calmly meet my aspirations.

When I create an effective plan that helps me meet my deadlines, goals and desires in life, I am able to accomplish more with ease. ***I enjoy the success I create for myself.***

Visualizing my goals with their deadlines helps me create a solid plan of action. I also leave wiggle room for unexpected changes in case things come up. This allows me to accept little bumps along the way without losing sight of where I am meant to be.

I enjoy the relaxed feelings I have when those little bumps come up because I have left room for them in my plans. In turn, I enjoy my journey along the way and I celebrate my success when I reach the finish line victoriously.

Today, I carefully construct my plans and remember to leave myself some wiggle room. By doing this, I can meet my deadlines no matter what obstacle may arise in my path. I can enjoy my journey and feel the satisfaction of success.

Self-Reflection Questions:

1. Have I planned ahead to meet my deadlines?
2. Have I allowed wiggle room in my plans?
3. Can I take delays in stride because I have planned for such possibilities?

Personal Reflection Exercises...

I am a time management expert by applying the four D's: Do, Delegate, Defer, and Drop.



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By being aware of my schedule and doing what I need to do I can stay on track.

I am able to meet my time requirements by doing the things I need to do in the time allotted.

- 1. Do.** I do the things that I am able to do myself. I am able to complete important tasks and I am able to keep priorities straight for each task. This helps me stay on track.
- 2. Delegate.** When I have an abundance of tasks, I am able to ask for help from other capable people. By entrusting tasks to others, I am able to maintain my time management effectively. Delegating tasks is a positive solution that helps me stay calm and focused.
- 3. Defer.** I am able to re-arrange my schedule for certain tasks to make sure everything that needs to get done actually does. Tasks that can be put off for another day do not

concern me today. I set them aside and make sure the more important tasks are completed first.

- 4. Drop.** There are some tasks that do not need to be done at all. I am able to look at these and let them go to make way for the more important tasks.

These are all methods I use to maintain my timetable and successfully manage my time.

Today I choose to make use of my time management skills.

I do the tasks that I am able to do. I delegate tasks to others in order to maintain my timetable. I defer tasks to a different time and I drop tasks that do not need to be done.

I can effectively use my time management skills.

Self-Reflection Questions:

- 1.** Have I done the tasks that I need to do?
- 2.** What tasks can I let someone else do?
- 3.** What tasks can wait or be dropped altogether?

I am an effective planner

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Because my life is so full and busy, I take time to make a detailed plan for each day with an effective schedule. I am thankful that I have the ability to plan well. **My efforts in planning make my daily life go more smoothly.**

Each day, I have many tasks to complete in order to take proper care of my family and home. My work requires I make numerous phone calls to resolve projects related to my career. Also, I try to make contact with friends occasionally. Plus, I endeavor to carve out personal time for myself.

So my days are chock full of many things to do.

I juggle all of these activities and tasks by planning ahead. Even though I sometimes experience days that may seem overwhelming, I am comforted by the fact that I put forth my best efforts at planning.

Occasionally, I allow down time between scheduled events to give me a bit of time to breathe. **I realize that planning effectively**

is the key to living an efficient, well-lived life.

Today, I intend to review my schedule for next week to ensure that enough time is built into my plans to complete each activity without undue stress and allow some down-time for socializing.

Self-Reflection Questions:

1. How well do I do at planning out my daily life?
2. When do I feel the most overwhelmed with all the things I must do in a day?
3. In what ways can I strengthen my planning skills?

Personal Reflection Exercises...

I am comfortable denying rejecting or delegating tasks that do not fit into my schedule.



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Delegating tasks is something I am comfortable doing. I actively plan and organize my tasks and to-do list because I am a responsible person. ***I organize my life so I may have a healthy balance of work, family, and personal time.***

If I am faced with a task that does not fit my schedule, I choose not to shuffle other activities around nor steal time from my family. If I do not have time for a task, I simply and politely decline the task or offer to find someone else to complete it.

I do not have to complete everything for it to be completed well. ***I feel confident that there are capable people who can accomplish my tasks so I can be free to live a balanced life.***

Delegating tasks to other people is a responsible thing to do. Trying to cram 30 hours worth of activities into a 24-hour day is not only irresponsible, but also unhealthy. I choose to take care of my family and myself first.

As I begin to respect myself, people will

begin to respect me in return. Even if I have always been the "yes person" and others are used to dumping work on me, I can begin to reject excessive workloads starting now.

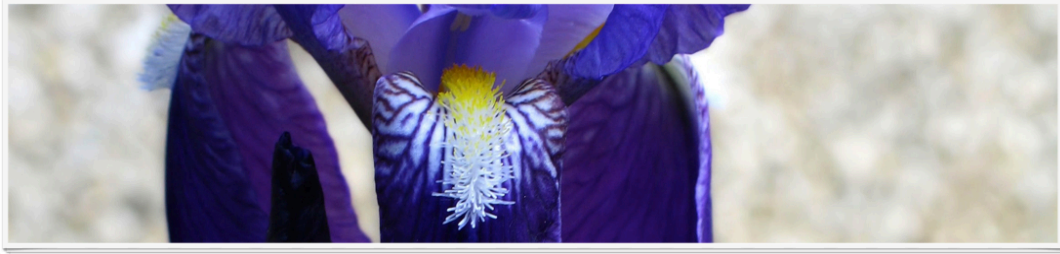
I delegate without feeling guilt or shame because I am still an efficient employee. But being an efficient employee does not mean that I can add hours to the day. Having too much on my plate does not mean that I need to work faster and harder; it means that I am working too hard. ***Today, I choose to put myself first!***

Self-Reflection Questions:

1. Do I have clear times set aside for work and play?
2. Do I respect my time boundaries?
3. Which of my tasks can I cancel or delegate in order to dedicate more attention to things I love?

Personal Reflection Exercises...

I am happy and productive over the holidays, and I feel fulfilled.



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I thrive in the stress of the holiday season. ***I remain productive and happy during the hustle and bustle of the holidays.*** I get a sense of fulfillment through spending time with family and friends.

I feel fulfilled by helping others in need during the holidays. There are always ways in which I can be productive all throughout the year.

During the holiday season I accomplish a lot. I work to make my home welcoming to others. Holiday blues are absent from my routine. Stress and sadness are replaced by peace and joy that follow me around throughout the holiday season. ***My holidays are filled with love and light.*** I give that love and light to others.

Being productive throughout every holiday is a goal I have for myself. I meet this goal easily, because being productive gives me a sense of fulfillment. I enjoy working and doing things for myself and for others. ***No matter what holiday challenges come my way, I remain at peace and respond effectively.***

Every holiday is different. It's exciting to see what each holiday brings. There are always new and interesting things I can do around these special times. I stay interested in all the great things in life. Learning is a fun and enjoyable process that keeps me fulfilled throughout the holiday season. ***Because I learn, I continue to grow.***

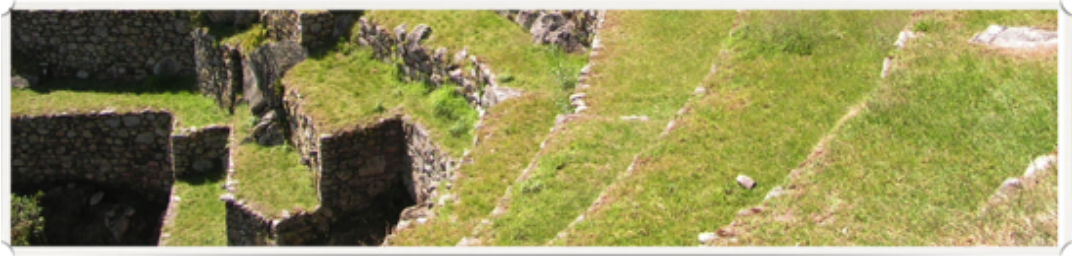
Today, I am fulfilled, joyful, and happy that the holidays are here.

Self-Reflection Questions:

1. How can I remain more productive over the holidays?
2. What can I do to stay happy and joyful through the holiday season?
3. Are there things I can do to feel more fulfilled?

Personal Reflection Exercises...

I am maintaining momentum through exercise, setting priorities, and taking short breaks.



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I realize that living the life I desire is a journey, not a sprint, and so I set my goals accordingly. I utilize strategies that can set me up for success while keeping me motivated along the way.

Exercising my body and mind brings me energy for the long haul.

Physical activity keeps me in shape, oxygenates every cell in my body to re-energize them, and keeps my brain sharp. It also produces endorphins, the *feel-good* hormone, which helps bolster my self-esteem and confidence.

Mental exercises are also important! Just as I physically exercise every day, I also work out my brain to maintain forward momentum. I keep my thoughts and attitudes in shape with daily affirmations for success.

Setting priorities makes for effective time management. ***I include my goals in my priorities*** and schedule time every day for tasks that point me toward success.

Taking short breaks rejuvenates me. When I take the time to relax, even for a few minutes, I find that stress melts away and I can re-focus on what I really want to do. ***I come back to my tasks with renewed energy, passion, and momentum.***

These strategies keep me going, moving toward my goals, day in and day out. They help me overcome challenges that try to knock me off my path.

Today, I allow myself the privilege to incorporate these successful strategies into my routine so I can maintain momentum toward my goals.

Self-Reflection Questions:

1. Do I exercise on a regular basis?
2. Even when life is most hectic, do I take time out for myself?
3. What are my priorities for today? Do they include tasks that move me toward success?

Personal Reflection Exercises...

I am managing my daily routine and regaining control of my life through setting specific goals.



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I refuse to allow my life to be dictated by the fancies of every whim that comes along, running to and fro, trying to please everyone at every moment. Instead, I choose the order that comes with effectively setting my goals and pursuing them.

No longer am I a leaf scattered by the wind. ***I know what I want and I go after it.***

I set my goals according to my dreams and make them priorities in my daily schedule. I choose goals for every area of my life, both business and personal, and write them down. Then I allow myself the time to work on achieving them every day.

I make a task list for each day to establish my routine. My list includes routine chores, work activities, leisure time, and other tasks that bring me closer to achieving my goals. First and foremost, though, my day starts off with some easy tasks to get me going.

Once I build up some momentum with quick and easy tasks, I am ready to tackle the more difficult ones. My momentum helps me take on the challenges of the harder tasks, and my perseverance helps me keep at them until they are complete.

I keep focused on my goals to deal quickly with distractions and get back to my schedule. ***I also allow some leeway in my routine to give me time for the distractions of the day without losing sight of my priorities.***

Today, I recognize the importance of my goals and make them my priorities in my schedule. With a carefully planned to-do list, I can dismiss distractions and focus on what I really want.

Self-Reflections Questions:

- 1.** Do I set realistic goals and make my success a priority?
- 2.** Have I allotted time in my schedule, today, for working on my goals?
- 3.** Do I let distractions steal my focus?

Personal Reflection Exercises...

I am on time.



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When my alarm goes off in the morning, I get up right away and begin my day on time because a peaceful start to the day is worth giving up an extra few minutes of sleep.

The key to being on time is planning ahead. Planning ahead and keeping my schedule organized is like giving myself the gift of peace. Every night, I run through the next day's events in my head and prepare whatever I can ahead of time.

When I plan my day, I give myself room for unexpected incidents because life is full of surprises. If I run into heavy traffic or if I spill something on my clothes, I have time to take care of myself without added stress.

When I arrive at my destination early, I allow myself time to breathe, socialize and relax before launching myself into action. I avoid distractions that prevent me from being on time. ***Timeliness affects my mood, driving, health, and attitude.***

My whole day runs smoothly when I start on time. I feel relaxed when my pace is easy, instead of rushed. I forgive myself when things don't go according to plan, and I try again next time. I am persistent about my goals.

Being on time shows that I am mature and responsible. I gain the respect of my colleagues and my family's trust when I am on time.

Today, I choose to be on time because I am passionate about what I do.

Self-Reflection Questions:

1. What can I do to better prepare myself for the day ahead?
2. How does it feel to arrive at my destination early?
3. How does starting my day on time affect my whole day?

Personal Reflection Exercises...

I am organized and I take the time to stay focused.



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I am better prepared for anything that comes my way because my eye is on the details.

I am able to accomplish more in my day because I am organized and I stay focused on the task at hand. This helps me stay productive, regardless of what springs up in my day.

My life works smoothly because I am able to effectively prioritize everything in my life, from work to family and everything in between, including time especially carved out for me.

I am able to focus on the task at hand without worrying about what's next or what I may be forgetting. ***I am able to re-arrange my schedule without losing hope or patience because I am flexible.*** And I know I am not forgetting anything because I choose to proactively organize and prioritize my life.

Today, I give myself the gift of an organized, yet flexible schedule. In doing so, I am able to relax and focus more than ever before. I can work more efficiently and my life becomes more productive

because ***I am well prepared and focused.***

Self-Reflection Questions:

1. Have I taken the time to organize my schedule today?
2. How has my organizational skills helped me with my focused?
3. How has prioritizing my schedule helped me in my daily activities?