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There are times when my workload seems overwhelming, but I avoid letting it get the better of me. My tasks are accomplished with ease when I stick to the allotted time for working on them.

Working on multiple projects simultaneously is exciting. I like having the variety, so I schedule the tasks in an interesting way to keep my days lively.

Allotting set timeslots is an efficient way to ensure I stay on top of my responsibilities.

When I focus on achieving goals and keeping my clients happy, it is easy to commit to a schedule. I feel accomplished when I meet my deadlines and achieve targets.

Having a day filled with achievements makes it easy to look forward to the next day with excitement. **I avoid falling behind by setting realistic goals for myself each day.**

Although I enjoy working, going without leisure breaks leads to disinterest in the assigned projects. I avoid burnout and stress by committing to my personal life with as much passion that I give to my work life.

I make time for my family and friends. I include this time in my planner just as I do my work commitments. **Balancing work with my personal life is important for my peace of mind.**

Today, what I am able to produce is a result of my commitment to a predefined schedule. I spend the time today planning for tomorrow, so I am able to feel successful and satisfied at the end of the day.

Self-Reflection Questions:

1. What tools do I use to plan my days?
2. How do unforeseen changes impact my ability to remain productive?
3. What time management techniques do I use to help me stay on schedule?

Personal Reflection Exercises...

I am reliable.



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I take my responsibilities seriously because the way I fulfill my duties reflects the type of person I am. ***I value the quality of my work more than keeping people happy by always taking on more work.***

Before I accept a task or take on a responsibility, I ensure I have the ability to complete it. To finish a task with excellence, I need the right amount of time paired with the appropriate skills.

Before committing to a task, I evaluate my schedule to determine whether I have time to complete the task well. I avoid becoming frazzled by respecting my time schedule. A steady pace enables me to pay attention to detail and perform at my best.

I make a mental list of the skills necessary to complete the task successfully and decide if I possess them or if I am willing to learn a new skill in time to complete the task. I am humble enough to admit my limitations. People trust me to be honest about my ability to perform.

People know I only accept tasks if I am sure I can deliver. I stick to my word because it has value to me and I want others to value my word too. ***By earning the respect of others, I increase my potential for success.***

Today, I choose to limit the amount of responsibilities I take on so that I can complete the tasks on my plate with excellence. I choose to take my time and do my best in order to exceed my own expectations and earn the trust of others.

Self-Reflection Questions:

1. What is my motive behind taking on tasks?
2. Do I value the quality of my work?
3. How can I be more reliable?

Personal Reflection Exercises...

I am tipping the scale of time management in my favor by removing stagnation and adding motivation.



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My time management skills weigh in with a lot more benefits when I replace the activities that waste my time with the things that inspire me.

This one replacement allows me to be more productive in less time and still have plenty of room in my schedule for rest and relaxation. When I do the things I enjoy, they rejuvenate me, making me even more motivated when I return to my tasks!

I recognize that stress and worry are the heaviest causes of stagnation.

They waste my time, distract my focus, and turn productive energy into harmful effects. The more stress and worry I can remove, the better off I am.

I choose to replace worry with optimism and a joyful outlook on life.

When I know deep down that everything will turn out for the best, I have less stress. When I remember to look for the silver lining, I am choosing to appreciate the best that life has to offer.

Instead of worrying about things at night before I sleep, or starting off my day worrying what is to come, I use this time to meditate, relax, and revive my motivation.

Instead of spending so much time watching television, I actively engage in self-improvement activities to boost my body, mind, and spirit.

Today, my plan is to take note of all activities that I feel are wasting my time and replace them with something that inspires me.

Self-Reflection Questions:

1. Do I let stress and worry disrupt my life and my schedule?
2. How much time do I spend watching TV? Do I feel that some of that time is wasted?
3. How can I change my outlook on life to appreciate more of the good things it has to offer?

Personal Reflection Exercises...

I build momentum by staying on task.



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When I focus completely on my work at hand, I find that I build a momentum that allows me to complete my tasks easier, quicker, and better.

Therefore, ***I strive to prevent any distractions*** that can interrupt this momentum. I set my phone to voice mail, let others know I am unavailable, and avoid looking at my emails until my work is done.

Although multitasking sounds great in concept, in reality, I know that ***trying to do several things at once takes away from the quality of my work***. It also takes me longer to complete all the tasks than if I had focused on them one at a time.

At the beginning of each day, I create a task list of things that need to get done. I make a daily schedule, being sure to include enough time for my priorities. I schedule some easy tasks first that I can quickly dispense with and cross off my list.

Doing easy tasks first allows me to quickly build my momentum. It makes it easy to get started on my work and then move from one task to another very quickly. Once I get a running start like this, ***the momentum helps carry me through the harder tasks***.

This daily strategy is my formula for success. It helps me build momentum, be more productive, and do a good job on each and every task. I can finish my work quicker so I can move on to the more exciting parts of my day!

Today, I plan to stay on task by carefully creating a workable schedule and then I follow it through to completion.

Self-Reflection Questions:

1. Do I create a daily schedule to help me stay on task?
2. Have I made it a point to eliminate my distractions when I work?
3. Do I try to multitask or do I focus on each task separately?

Personal Reflection Exercises...

I can only do so much with my time.



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There is only so much I can do in a day. My time is valuable and quite limited. For this reason, I am very selective as to which activities and responsibilities I choose to take on.

I realize that it is impossible to be everything to everyone. Stretching myself too thin leads to disappointment for everyone involved.

I prioritize my time in this order: family, career, personal time, and socializing.

Above all else, family comes first. If I must choose between attending my son's football game and putting in overtime at work, you bet I will be sitting on the bleachers! The time I spend with my family is priceless!

My motto is "delegate, delegate, and delegate some more!" If others can do a task just as well as I, then I let them handle the job.

My children take care of the dishes, laundry, tidying up their rooms, and cleaning up after themselves. I feel

confident about giving them these responsibilities. ***It prepares them for the adult life.***

If I am very strapped for time, I know that I can call in a housekeeper to do light cleaning and go grocery shopping. ***This shaves off hours from my to-do list!***

I outsource simple work-related tasks to a virtual assistant. Again, this allows me to prioritize my schedule and free-up much needed hours of my time.

My time is valuable. I can only do so much with my time. Therefore, I enlist the help of others to maximize my reach.

Today, I put my pride aside and ask for help when necessary. Though I would like to think I am bionic, I accept that I am simply human.

Self-Reflection Questions:

1. Which activities can I painlessly remove from my schedule?
2. How can I spend more time with my family?
3. Is my job too demanding?

I clear away clutter

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My surroundings are kept pure and in good order. **Clearing away clutter puts me at ease and helps me to get more done.**

It is liberating to get rid of possessions that I no longer need. It reminds me that my happiness comes from my relationships and spiritual practices rather than from the things I own.

Giving things away gives me great pleasure. I like knowing that people may be able to use my old belongings. Donating to charity makes me feel grateful for the blessings in my life and my ability to help others.

There are also practical benefits.

With fewer things to take care of, **I have more free time and energy.** I feel more organized and enjoy greater peace of mind. I move around more freely, and I am able to find things quickly.

I can even clean my home with less effort.

Having a tidy home is important to me. I feel good knowing that I am doing

everything I can to protect myself and my loved ones from dust and other harmful substances. I want my friends to feel comfortable when they visit.

As I straighten up my home, I discover how much my physical setting can affect my feelings and thoughts. **Throwing away old magazines and broken toys inspires me to get rid of other baggage too.**

Today, I get clutter under control. I put aside unnecessary belongings and savor the experience of feeling more competent and relaxed.

Self-Reflection Questions:

1. Which three personal possessions could I give away today?
2. How can I prevent clutter from building up in the first place?
3. What do I like best about clearing away clutter?

Personal Reflection Exercises...

I create a daily schedule for my tasks.



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I create a daily schedule for my tasks because I know that doing so enables me to be far more productive.

I warm up on some easy tasks first.

If I want to get physically fit, I wouldn't throw on a pair of jogging shorts and jump into a marathon. Instead, I would take the time to stretch my muscles and ease into more challenging exercise when my body is ready.

My mind works the same way. By scheduling easy tasks first thing in the morning, I am stretching my mental muscles so I can perform optimally throughout the day.

I am realistic with my scheduling. I leave the saving of the world to superheroes and, instead, strive to have an accurate picture of how much I can achieve in a day.

I may be able to cram my schedule for a few days or even a few months, but because I am looking at the big picture, I focus on developing a schedule I can maintain over the long run without exhaustion or burnout.

I plan some downtime. We give children stickers and recess in order to reward them and renew their energy. As adults, we need to remember to reward ourselves as well!

Stickers may have lost their appeal and the monkey bars may not be quite as exciting anymore, but I can reward myself in other ways. When I schedule time to unwind with a good book, have a relaxing bubble bath, or a chat with a friend, I am enabling myself to be more energetic and productive.

Self-Reflection Questions:

1. Do I allow my mind time to warm up when I start a new day?
2. Is my schedule realistic?
3. Do I reward myself with some downtime at the end of the day?

Personal Reflection Exercises...

I dare to focus only on the job at hand.



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I allow myself the luxury of total concentration. When I tune out distractions and live fully in the moment, I find that my tasks are completed quicker and with a higher quality of work, bringing me more success and leaving me with more time for other things.

To this end, ***I do everything possible to prevent distractions.***

If office noise is bothering me, I put on headphones to muffle it or turn on music to drown it out. I let my co-workers know what time I need to focus and when they can come to me for questions. I avoid distractions by forwarding calls to voicemail and I check my email during certain hours, only.

I plan my work and work my plan.

Each day I take the time to plan the steps of each project and then I stick to my schedule. I put easy tasks first so I can develop my focus quickly and build momentum as I work through the project.

Lastly, ***I organize my surroundings*** so there is no interruption in my workflow if I have to find necessary items or papers.

I accept that there are times when distractions are necessary. When this happens, I take care of the situation promptly and get right back to my task. As before, I tackle an easy item first to refocus and rebuild momentum.

Today, I challenge myself to focus with total concentration on one job at a time, leaving the multi-tasking to those who haven't discovered that there is a better way.

Self-Reflection Questions:

1. Do I actively tune out distractions so I can focus on the job at hand?
2. How can I organize my office space to reduce distractions?
3. Do I try to multi-task? If so, do I really get more done in less time? What about quality?

Personal Reflection Exercises...

I delegate my responsibilities to other very capable hands.



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The more I do, the less of me I can put into each project. That is why I delegate my responsibilities to people that I trust. Getting the work completed well is more important than who completes it.

If I am always pouring myself out, I will run dry. To renew my strength and be a better worker, I need to take breaks. It is okay to stop and rest. Resting does not make me lazy or irresponsible. On the other hand, when I rest, I demonstrate maturity.

It is wise and reasonable to recognize when the load is too heavy.

I never put work above personal health. Trying to do everything alone is a sign of selfish immaturity. I cannot possibly believe that I am the only person that can get the job done well.

I trust the people around me and I know they would love to help me once I ask for help. I trust my ability to recognize competent and skilled people with whom I can share my load. As the team player that I am, ***I welcome the ideas of others.***

As a result, I allow the people around me to learn and grow.

Others enjoy working with me because I make them feel valued. I support the people working with me and I make myself available for questions and suggestions. Ultimately, my work benefits from the creativity of others and I can get quality work done without exhaustion.

When I delegate, ***I do not obsess over every detail*** that may not turn out exactly as I would have done it. Instead, I am eager to witness a fresh approach from someone else's point of view.

Self-Reflection Questions:

1. Have I been trying to do too much because I am afraid to ask for help?
2. Who can I trust to complete my work?
3. How can I support the people who help me?

Personal Reflection Exercises...

I do not cling to less important priorities.



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Because ***I am clear on my goals***, I do not cling to less important priorities. I recognize that, like everyone else, I have limited time, energy and resources. I let go of the idea that somehow I should be able to do everything.

I keep my focus on my objective, and distribute my time based on three priorities: family, rest and rejuvenation, and my goals.

My family comes first in my life, and I set aside time to nurture them and my relationships with them.

My relaxation activities are also important. While they may not seem that essential to others, I know that my level of productivity depends largely on my own opportunities for rest and creative expression, so I make those a priority as well.

With the rest of my time, ***I choose to engage in activities that help me reach my personal and professional goals*** and let go of everything else.

Whether it's a conference through work or a bowling night with friends, I filter each possible activity and expenditure through my priorities and make my decisions accordingly.

I am clear with others about my priorities and availability. I let go of all guilt when I choose to decline an activity because I am confident that I have the big picture in mind and I am making a positive choice for the long run.

Self-Reflection Questions:

1. Am I clear in my own mind about my goals and priorities?
2. Do others understand my goals?
3. Do I need to give up an activity that has been draining my time for no reason?