

Personal Reflection Exercises...

I don't have to do everything and be everything.



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My life is so much more relaxed and pleasurable when I let go of the need to do everything myself. In addition, I actually enjoy *more* success when I let others handle some of the tasks and responsibility!

At work, delegating projects and tasks is a skill I use effectively. I match up the task with the person who can do it the best. ***I am comfortable in asking for help*** whenever I need it. This allows me to focus on my parts of the project so I can do them well.

When I delegate, I refrain from trying to control everything. I am confident that the team around me can do an exceptional job, even if their methods are different from mine.

Fostering a team spirit lets everyone be part of the success. ***The better I perfect my delegating skills, the less everyone feels the need to turn to me for everything.***

At home, delegating chores teaches my children responsibility and enables them to feel like an integral part of the family. It also lets them enjoy the feelings of pride and confidence for a job well done.

Delegating the responsibilities of the household also provides me more time to enjoy my family and gives me a chance to take better care of myself.

I can take time to relax, exercise, pray, and meditate, which all contribute to helping me be the best I can be. Doing so refreshes me, releases stress, and recharges my energy. I can then tackle the things I want to do with renewed vigor and passion.

Today, I plan to delegate effectively, knowing that in refraining from trying to do everything and be everything, I am setting myself up for greater success throughout the day.

Self-Reflection Questions:

1. Do I ask others for help?
2. How can I delegate some of my current responsibilities?
3. Do I arrange my schedule so I have time for myself?

Personal Reflection Exercises...

I embrace time wisely and focus on every moment to stay productive.



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I make good use of my time. By remaining in the moment and focusing on the task at hand, I optimize my productivity.

To facilitate my ability to stay focused, **I am organized in my daily life.** I write out my schedule and keep it handy.

At the beginning of each day, I make a list of things I need to remember. Then, because I am confident that important matters won't be forgotten, I let go of thoughts that I would otherwise need to keep juggling.

I also train my mind to turn off internal distractions or challenges I need to solve. **I set a regular time to journal or resolve any conflicts.**

When these stressors encroach on my work, I remind myself that I will address them during the time I have set aside and return my attention to the matter at hand.

I minimize outside distractions as well. While I have grown so accustomed to phone and email that I can hardly

imagine life without them, I *can* turn them off from time to time for my own good! They are merely tools and should be treated as such.

I let my family, friends, and coworkers know when I will be available and then follow through.

By consistently being fully focused on my family when I promise them my attention, I know they will be willing to grant me the time and space I need to focus when I need to do so.

Self-Reflection Questions:

1. Do I write out what I need to get done so I can focus on my priorities?
2. What will I do to minimize outside distractions when I am working?
3. When I promise other people my time and attention, do I follow through?

I enjoy the benefits of spring-cleaning every season

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The clutter of life can build quickly. While others wait for a particular time of season, I remain proactive. **Every few months, I eliminate the excess and the unnecessary.** I donate unused items and toss out the rubbish.

For me, spring-cleaning is a continuous, year round performance.

Spring-cleaning extends beyond the boundaries of my home. I practice it at work and in life. I minimize the unneeded. Preemptively, I keep my paperwork organized and up-to-date. Keeping my workspace tidy and in order reduces my stress level and improves my sense of clarity.

The physical tidiness of my life reflects the order I feel within.

Time management and scheduling are easy. I can be depended upon to meet deadlines. I am successful in each task I undertake because I am systematic and structured in my work ethic.

My high level of organization is noticed by others. Because I refuse to let the clutter build, I avoid being buried beneath it. Small acts of tidying are more manageable and less time consuming. I share this knowledge with others, hoping to positively impact their lives.

I commit to the constant act of cleaning in all aspects of my life. ***I feel relief knowing that when spring comes, I have avoided letting a year's worth of disorder mount.***

Today, I plan to identify an area of life that needs cleaning and organization. I must continue to be proactive in my efforts to remain organized.

Self-Reflection Questions:

1. What areas of my life are the most difficult to keep organized?
2. When I perform cleaning, what types of things do I most commonly dispose of?
3. How can I help others be proactive with uncluttering their lives?

Personal Reflection Exercises...

I find it easier to say no to distractions everyday.



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Because I have a plan for my life, it is easy to say no to distractions and I am able to stay on track.

In life, there are many pathways I may take, but I want to reach my goals and stay on track. ***Saying no to distractions makes me feel empowered.***

It is important for me to put myself first. This does not mean that I am selfish. Putting myself first means I value my worth and that I understand that my priorities are worthwhile.

Sometimes it may not be easy to say no to a family member or friend who offers a diversion. Remembering that I am saying no to a distraction and not to a loved one makes it easier for me to say no.

Distractions are most tempting to me when I am tired and overworked. I recognize that this is my body and mind's way of telling me to take a break. Taking planned breaks to rejuvenate my mind makes it easier for me to stay focused on my goals.

Although distractions may arise everyday, these petty diversions do not tempt me.

I dismiss distractions because they steer me off course. My direction is deliberate. Choosing to stay on track is a good decision.

Self-Reflection Questions:

1. Do I occasionally let distractions steer me off course?
2. When I am tempted by a distraction, do I realize that my mind and body may be telling me I need a break?
3. How can I reflect on past feelings of accomplishment to help me say no to distractions?

Personal Reflection Exercises...

I find it easy to delegate tasks in order to manage my time effectively.



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We are creatures of community, designed to live and work in teams. I recognize the value of other people in my life and let go of the idea that I should be able to do everything on my own.

I find it easy to delegate tasks in order to manage my time more effectively and achieve my greatest possible level of productivity.

On a good team, ***our different talents and skills allow us to complement each other.*** Together we are more dimensional and can achieve more. I take advantage of this fact and use it to my best possible good.

However, ***I pick my delegates carefully.*** I choose those who are reliable, hard working, and can take a task and run with it. I choose those who are honest and trustworthy.

When I hand off work to others, I know I can trust that it will be done and done well because I have put thought and care into the selection of my team.

Once I delegate my tasks, I let go of the need to keep my thumb on every page. ***I have confidence in the people around me.*** I make sure they are fully aware that I am available to them should they need me, but I free them to complete the task at hand.

Self-Reflection Questions:

1. Do I hang on to the idea that I need to do everything myself? If so, why?
2. Have I surrounded myself with a reliable team?
3. What part of my current workload could I delegate in order to achieve greater productivity?

I finish every project I start

I finish every project I start.

Each day, I strive to complete my tasks and responsibilities. ***Seeing things through to the end gives me a real sense of accomplishment.***

I take the time to assess every project carefully. I decide if I have the time and skills to complete something before I even agree to take it on.

When someone asks me to get involved with a project, I know it is because they believe in my abilities. I avoid disappointing them by first outlining what it is I can provide. I also offer a timeline for completion.

Unfortunately, things sometimes take an unexpected turn. When that happens, I am sure to provide an update. I know how important it is to maintain open lines of communication.

It is important to commit my full effort to each assignment I am given. Even if the direct benefit is for someone else instead of me, I still give it my full attention.

I take the same approach with my personal projects. At times I get weary and disinterested when things are happening slower than expected. But, I avoid giving up.

Today, I pledge to make the most of my time. Wasting time is unacceptable to me. I commit to giving my very best effort on all projects.

Self-Reflection Questions:

1. What can I do to make my projects less time-consuming?
2. How do I handle situations where someone is impatient with me?
3. What strategies do I use to close the gap when I realize a project's scope is above my head?

Personal Reflection Exercises...

I focus only on the important things in life.



I focus only on the important things in life.

Much of life is trivial, and that's a *good* thing. By realizing that many things are not that important, I am able to focus on what really matters in my life.

I spend my time living in the moment. ***I focus on the things that have deep meaning to me.*** I pay attention to the joy and beauty that I find in my world and I pass that joy and beauty on to others.

The things that matter to me are the things that I will hold onto for many years. These things bring me great joy and offer me peace and tranquility. They may make me happy or move me to tears - but they all have deep meaning.

I am strong and brave. I know what I want out of life. I give my all to the things that I care about and the people who matter to me.

I avoid giving up on things that I want to have in my life. ***I am confident that I am focusing on the things that are important to me.*** I respect the things that are important to others as well.

Because I care deeply, ***I live passionately and boldly.*** My bravery shines through, and people respond to that. I am liked and loved by others because of my dedication to the causes that have a deep meaning to my heart. My life holds great and abundant joy, and deep peace.

Today, I focus my energy only on the things that are important to me.

Self-Reflection Questions:

1. How can I keep my focus on the things that matter in my life?
2. How can I show others how to recognize what's truly important?
3. What can I do to find the things that mean the most to me?

Personal Reflection Exercises...

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I can free my mind because I happily write down important things.

I am able to keep track of *all* the things I need to remember by writing them down. This simple task allows me to stay focused when I work and relax heartily during my leisure time.

Appointments, errands, work schedules, meetings and even a night out can easily be accomplished because they are right in front of me on my schedule.

At one time I would struggle to remember all the things in my active life and often miss meetings or appointments. It made me feel bad when I forgot things and even worse that I was unable to remember everything.

I am able to let go of the need to remember everything and this makes me a stronger, more efficient person.

I am happy to write things down and feel accomplished and organized. By writing down the things I need to remember, I am also able to better prioritize my life and schedule things appropriately.

Writing down the important things in my life gives me freedom. It frees my mind from unnecessary clutter and stress, and leaves room for more significant thoughts. It frees me from wasted time and allows me more time for pleasure.

Today I will follow my written schedule and easily accomplish my tasks because I am organized. I will enjoy my day and my freedom as I let go of my struggles to remember what I can easily write down.

Self-Reflection Questions:

1. Have I taken time today to write down the things I need to remember?
2. Am I making it a habit to write things down throughout the day as I go?
3. What freedoms do I have now that I have organized my schedule?

I HAVE ALL THE TIME I NEED

I have all the time I need.

I am relaxed and peaceful in each moment. I apply myself steadily to my goals because I am confident that my dreams are attainable.

I trust that I have all the resources necessary to realize my highest aspirations. Perhaps most importantly, I know that I have all the time I need.

Like most people, I do keep an eye on the clock. I know that some things take a certain amount of time, so I allot enough time for each task when I work out my schedule for any given day. Consistently, I find my estimates to be accurate.

Life can sometimes feel so busy. There are relationships that need tending, a home to care for, and personal pursuits that call to me. I must work, sleep, and ensure that I and my family get enough exercise and eat healthy, balanced meals.

However, I have my priorities straight. ***I know what I need to do most at any given time and I believe that everything else can wait.***

Again and again, I rediscover that most of the requirements of my life can be rearranged infinitely, until eventually I get to all of them. Even so, I regularly enjoy the satisfaction of completing all of the tasks on my to-do list.

Today, I am able to make headway toward my dreams. ***I tackle tasks large and small, knowing that I have all the time I need to get them done.***

Self-Reflection Questions:

1. What are some of my core beliefs about time?
2. Has anything life-threatening ever happened because I ran out of time?
3. If not, couldn't it be said that I do have all the time I need?

I have an uncluttered mind

I have an uncluttered mind.

I am free of all random thoughts and distractions. **Whatever I choose as my focus becomes the sole direction of my mind.** And I am thankful for the ability to direct my thoughts.

Each moment, I have choices about what I bring to pass in my life. I have heard that what we think, we create, and I believe that this is true. Much of my creative power lies in my ability to choose my thoughts. **I set out in one direction and go only that way until I decide otherwise. Nothing can distract me.**

My focus is singular.

I am capable of excluding all else from my mind except for whatever I choose to focus on. If competing ideas arise, I consciously set them aside for another time. I engage in this on a thought-by-thought basis, cultivating awareness of my mind's contents so that I can choose its direction.

I am thankful for my focus, which allows me to be truly centered in who I am and what I want.

Since I can really be present in each moment, I can also fully enjoy the blessings that come my way. I can equally savor my partner's laughter, the warmth of sunshine, or the intensity of completing a long project. This is a gift, and I am thankful.

Today, I celebrate my mental clarity. My focus has contributed substantially to all of my accomplishments. **Because of my uncluttered mind, I am easily able to manifest my highest vision of myself.** And I intentionally cultivate my focus at every possible opportunity.

Self-Reflection Questions:

1. What topics are easiest for me to focus on?
2. Are there directions in which I would rather devote my mental energy?
3. What can I do today to continue to cultivate an uncluttered mind?