

Personal Reflection Exercises...

I maintain a manageable workload.



I maintain a manageable workload.

I enjoy the work that I do. I appreciate the gift of my talent and the venue through which I can share it with others. I perform my work with joy. When I speak about my work, complaints are absent because I am grateful.

I can handle the amount of work on my plate. I am careful to only accept responsibilities that I know I can work into my schedule. **Whenever I commit to a task, I am faithful to complete it.** It is better for me to say "no" to a request than to accept a job I know I am unable to fulfill.

I have assigned a specific time slot on my schedule for each one of the tasks I am committed to. During that time slot, I only work on that particular task. If I finish a task early, I use the additional time to take a walk outside or perform a relaxing activity.

Organizing my day into time slots dedicated to different tasks helps me manage my workload. The more I organize my day, the more I achieve. Organization is the key to balance.

The workload I carry leaves me enough time to eat, sleep, and participate in family activities.

In order for me to be able to balance all of my responsibilities, I must also make time for me. My schedule has time for breaks and for focusing on myself. **Making myself a priority helps me be more efficient at work.**

Today, I re-evaluate my commitments to ensure I have a manageable workload. I make myself a priority by avoiding over-commitments.

Self-Reflection Questions:

1. Do I feel comfortable with my workload?
2. How can I avoid over-committing?
3. Does my current workload allow enough time to take care of my basic needs?

I maintain a neat and cozy home

I maintain a neat and cozy home.

I enjoy having a home that is neat and cozy. I like creating and maintaining a living environment that supports my family and me. ***Providing my family with a clean home fills me with love, contentment, and a sense of accomplishment.***

I take time each day to keep my home clean and tidy. I teach my kids to put things away when they are through with them. I deal with housework when it needs to be done. I realize that putting off cleaning tasks only creates more work later.

I follow a schedule that allows me to keep my home in a condition I enjoy. I assign tasks to everyone in the household and I can count on them to do their fair share.

When I am unable to keep my home neat, I get help from my family or hire someone to come in and clean.

When my home is clean, I feel more relaxed. In fact, everyone in the home benefits and is happier when things are tidy.

Today, I take time to make my home look

its best. I enjoy creating a neat and cozy home. I have all the help I need to accomplish this objective in a reasonable amount of time.

Self-Reflection Questions:

1. How does the condition of my home affect me and others in my family?
2. What household tasks should I complete today?
3. Am I getting all the help I need and deserve from the others living in my home?

I make productive use of free time

I make productive use of free time.

Having free time gives me the opportunity to make a difference. I avoid watching time waste away in front of me. **My preference is to be productive whenever the chance arises.**

There are times at home when I initially feel like there is very little to do. At those times I avoid giving into the urge to just hang around. I find a use for my time.

When I take that step, I am surprised by how much I am able to get done. I realize that just a little thought reminds me to make good use of my abilities.

In the office, there is always work to be done. **Whenever I feel bored, I walk away from my desk in search of responsibilities.** Looking at my role from different angles helps me to see where I can lend my talents. It opens my mind to possibilities for productivity.

My time is productive when I use it to help others. Instead of hanging out idly on the weekend, I search for a charity to assist with. My weekend is more fulfilling when I

push myself to help someone else.

Today, my focus is on using each moment to the best of my ability. Each minute is best spent doing something positive with my life.

Self-Reflection Questions:

1. How can I make productive use of my free time?
2. What part does time management play in ensuring my days are used productively?
3. What else can I do to help others in need?

Personal Reflection Exercises...

I make the most of each moment.



I make the most of each moment.

Living in the present makes my journey through life exciting. I absorb the totality of each moment, breathing in the fullness of life and breathing out any negativity that threatens to creep in.

I let go of any worries coming from my past or regarding my future because when I focus on the present moment, **there is no past or future**. There is only now!

If my mind tries to wander, I stop and ask myself, "Where are you?" I answer, "Here." The question continues: "What time is it?" My answer is, "Now." These two simple questions get me back fully to the present moment.

I know that each moment of my life is unique and will never happen again. **Only by paying attention to this moment can I claim the full benefits of it.** If I am distracted, this fleeting moment will simply disappear into the sands of time, leaving no trace of its presence.

Living in the present enables me to enjoy everything life has to offer. I purposely take time to "stop and smell the

roses." I love the majesty of the dawn, the aroma of brewing coffee, and the beauty of fresh flowers. I revel in the caress of a loved one and share in their smiles of joy.

I also find more beneficial opportunities by living in the moment. My total focus allows me to recognize opportunities and take swift action.

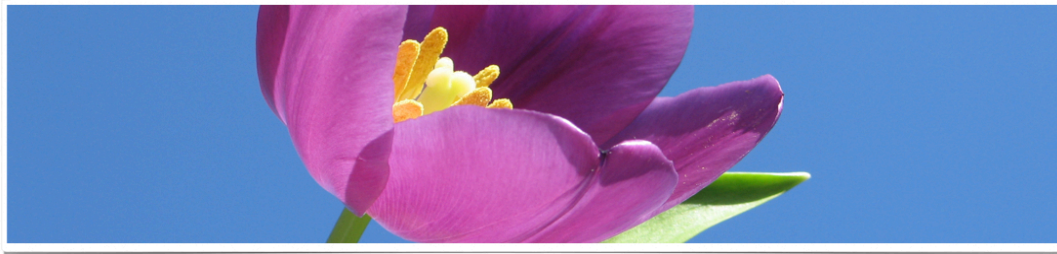
Today, I intend to have total focus on each moment so I can enjoy my day to its absolute fullest.

Self-Reflection Questions:

1. Have I ever experienced living fully in the moment?
2. How many moments do I miss by sitting around worrying about the past or future?
3. What can I do to enable myself to live more in the present moment?

Personal Reflection Exercises...

I make the most of my days by adhering to a schedule.



I make the most of my days by adhering to a schedule.

A daily planner helps me keep my day in order. ***When my day is organized, I can accomplish what I set out to do because I have designated time in my schedule for each task.*** With my plan in hand, I can achieve my short-term goals.

I have the necessary discipline to adhere to a routine. Doing things in the same order each day is effortlessly to me. Not only do I find my routine easy to practice, but I also find it convenient and beneficial.

A schedule empowers me against confusion and wasting time. Instead of spending time figuring out what I need to do next, I familiarize myself with my routine so I can get right to action.

Every precious second of my day has immeasurable value. ***I respect myself enough to value my own time.*** Whether it is my time to work, eat, or rest, each activity that's important to me is part of my schedule.

I can adhere to a plan and still enjoy spontaneity within the boundaries of my responsibilities. A schedule helps me to accomplish my goals in a timely manner allowing me to free up more time for my pleasure.

Today, I choose to plan out my day and stick to my plan. I do this so I can accomplish my goals and enjoy my free time. I set myself up for an evening liberated from the stress of procrastination. I reject guilt by taking up the responsibility of living wisely by a schedule.

Self-Reflection Questions:

1. How do I feel when I adhere to my plan?
2. What activities are important to me and need to be added to my schedule?
3. Why is a plan important to my overall success?

I make up for lost time by being efficient

I make up for lost time by being efficient.

I agree with the saying that "time waits for no one." Past experiences show me the folly of procrastinating and wasting time.

Now, my focus on a day to day basis is efficiency. I avoid taking time for granted by using every opportune moment to work towards personal or professional goals.

I know that external factors can come into play and disrupt my game plan, but I avoid allowing challenging circumstances to cause a shift of focus. Certainly the *easiest* thing to do when my mission is delayed is to give up, but I realize that such a response brings an outcome other than what I desire. So I renew my focus.

In such situations, being temporarily sidetracked means that I have the opportunity to resume my mission efficiently. I see it as an opportunity to come up with a new way to work faster, better, and produce a more superior result.

Making up for lost time is something I do without complaining because I always focus on what I want to see waiting for

me at the end of the tunnel.

Today, I commit to keep going. I know that my spirit of perseverance can only result in reaping good rewards at the end of the road.

Self-Reflection Questions:

1. When I feel like giving up, what helps me to persevere?
2. Do I encourage others who feel all is lost to keep going?
3. How do I feel when my efforts reap desired results?

Personal Reflection Exercises...

I manage my time by organizing my tasks effectively.



I manage my time by organizing my tasks effectively.

Because I know that my time is limited, I invest some of it in organization so I can be as productive as possible with the rest of it.

I let go of the idea that I can do everything and **focus my attention on a few things that matter most to me.** I prune out the rest in order to be able to do quality work on those things without stretching myself too far.

Because I am clear on where I am going, I find it natural to break down the steps I need to take to get there. **I set realistic daily, weekly and yearly goals** so I can accomplish what I set out to do in a reasonable manner.

I let go of the idea that I should be able to finish important projects overnight and, instead, give myself the time I need to do an exceptional job.

I often have many things that I need to remember: names, dates, times, tasks, opportunities, and much more. I utilize a planner and check it regularly because I

know that by staying organized I am granting myself greater productivity and a more relaxed life.

Self-Reflection Questions:

1. Do I recognize the value of investing time in organization?
2. Do I take advantage of tools that are designed to help me be organized?
3. Are the activities that use up my time contributing to the achievement of my goals?

Personal Reflection Exercises...

I manage my time for success.



I manage my time for success.

I am the master of time management!
Each moment spent has a defined purpose. I place my priorities toward the top of my to-do list and ensure that these responsibilities get completed.

My priorities change according to the environment I find myself in.

Time is of the essence in my workplace; I develop tunnel vision when it comes to checking tasks off of my to-do list.

When I am in the office, I close the door to all distractions. Texting friends, reading the news, and checking Facebook all take a backseat to the work that quickly piles up on my desk.

At times, focusing on my workload may be challenging. However, I always conquer distractions because I know that my family's livelihood is dependent on my performance.

When I am home, the itinerary is far more relaxed, but things still get done.

I am aware that there are only so many hours in the day. For this reason, the kids have a to-do list. They must tidy up their bedrooms, load the dishwasher, and complete their homework before they can play.

I ensure that the house looks reasonably clean and dinner is ready before I allow myself to unwind and enjoy some relaxing family time.

But sometimes, like on a particularly stressful day, I am perfectly fine with letting the mess sit and ordering pizza for dinner. ***Some days, sparing my sanity takes precedence to all tasks on my to-do list!***

Today, I focus on streamlining my performance and optimizing my time for success!

Self-Reflection Questions:

1. Do I manage my time efficiently?
2. What can I do to get more done in less time?
3. Can I delegate tasks that do not require my immediate attention?

Personal Reflection Exercises...

I minimize time wasting.



I minimize time wasting.

I make effective use of my time. By having an organized workspace and a clear schedule, I increase my efficiency.

My workspace is tidy and I can find things when I need them. ***When everything has its place, I save time.*** My workflow is uninterrupted because I take the time to organize myself.

I use any available tools to keep me focused and on task. At the start of each week, I make a schedule so I know what I am expected to accomplish. A clear schedule helps me move forward without stopping to figure out what to do next.

Making time for mental breaks is a responsible and necessary part of my day. Scheduling short mental breaks for myself every few hours makes it easier for me to return to my tasks on a timely manner.

Instead of being carried away with a distraction, I add a 10-minute break to my schedule where I can engage in whatever activity I desire. At the end of those ten minutes, I return to my work.

Setting limits to my time off allows me to enjoy my time more because I am free from guilt or insecurity. I know I am free to momentarily disengage my brain from my work and relax.

Even during a mental break, I refrain from becoming idle. I am constantly exploring, thinking, and creating in my mind. ***I take advantage of every opportunity to maximize my success.***

Today, I choose to maximize my use of time by planning and organizing my workspace. I keep my off-task time within the responsible boundaries I establish for myself.

Self-Reflection Questions:

1. Which areas of my workspace need to be organized?
2. How do I benefit from setting limits to my time off?
3. How do my time management skills affect my overall success?

I prepare ahead of time so that I can be punctual

I prepare ahead of time so that I can be punctual.

My timeliness is improving because I take steps to ensure my success. By preparing in advance for new situations, I decrease wasted time. I have the self-discipline to overcome tardiness and embrace punctuality.

My timeliness says a lot about who I am and how I feel about others. **By being punctual I communicate a sense of self-respect and respect for others' time.** I strive to be punctual so that I can honor those with whom I interact.

Each night, I prepare for the day ahead by making a mental list of all my responsibilities. As I envision the next 24 hours, I begin to list all of the things I can do in advance to save myself time.

The more I do ahead of time, the less I have to do in the moments prior to a given event or task. From choosing what to wear and preparing my clothes to planning my meals and packing my lunch, I take advantage of the time I have in advance of the occasion.

When I plan the night before, my day goes much more smoothly. I feel relaxed because I avoid the stress of rushing. My mind is able to focus and produce quality ideas because I move at a calm pace.

Today, I choose to spend a few minutes thinking ahead to tomorrow. I plan and prepare as much as I can to get my day started on a relaxed note. When I start my day off right, there is no limit to what I can achieve.

Self-Reflection Questions:

1. What can I do tonight to prepare myself for tomorrow?
2. How do I feel when I am rushing?
3. Why should I be punctual?