

Personal Reflection Exercises...

I release distracting thoughts from my mind.



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In order to reach my full measure of productivity, I disallow distracting thoughts from my mind. Thoughts may come and go, but ***I choose to nurture only positive thoughts that help me be most productive.*** I simply allow distracting thoughts to pass through my mind, unattended.

I choose to fill my mind with positive thoughts. I have let go of the idea that life should be easy, so I ***view challenges as opportunities rather than obstacles.*** I do not feed passing thoughts that tell me I am unable to achieve my goals. Instead I focus my thoughts on finding ways to do the unimaginable, despite the circumstances or barriers.

I optimize my productivity by having a time for tending to each part of my life. If a thought pertains to something other than the task at hand, I simply let it go.

If I am truly concerned that I will forget something important, I can take a moment to write it down in an agenda, then I will

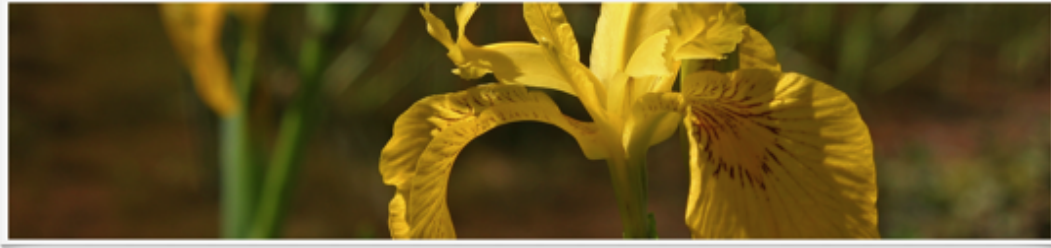
immediately return my attention to the task at hand. By releasing these distracting thought, I can enhance my own productivity.

Self-Reflection Questions:

1. Do I allow negative thoughts to grow by feeding them my attention?
2. Do I view challenges as evidence of my own inadequacy? Or do I view them as stepping-stones to something better?
3. Do I have a place to write down important thoughts so I can release them while I work?

Personal Reflection Exercises...

I relinquish control of the need to do everything.



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I let go of the thought that everything depends on me, and freely pass on the responsibility to others. When I do, I feel a heavy burden lifted from my shoulders.

At home, I let my children handle some of the chores. This teaches them responsibility and lets them feel like an integral part of the family. I let my spouse handle whatever he will and am pleased with the outcome of our teamwork.

At work, I delegate tasks efficiently by letting those best qualified for the task to lend a helping hand. This gives me more time to focus on the tasks that I must do myself. As a result, we work as a team on the job, output higher quality work, and I do not have to do it all myself.

I know that most of the time someone else will not do a task in the exact same way I would, but that does not mean that the results are sub-par. In fact, I find that if I back off and let them be in control of their delegated task, ***they produce fine work.***

Letting go of the need to do everything gives me more time to do what I really want to do. I can take the time to relax and take better care of myself. I can rejuvenate my energy and focus on the things that are important to me.

Today, I am free of the stress that comes with trying to do everything myself. I happily let my spouse, children and co-workers take on what they can, knowing that all will be well.

Self-Reflection Questions:

1. How strong is my need to do everything myself?
2. What chores can I assign to my children instead of doing them myself?
3. What daily tasks can I delegate to others at work?

Personal Reflection Exercises...

I remain adaptable to everyday changes.



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Change is a natural part of life. Those who adapt, thrive. Those who don't, become extinct! **I choose to thrive**, to use change to help me grow and learn, and to take advantage of new opportunities to help me succeed.

When I think about it, I realize that **the only true constant in life is change**. As each new day dawns, it brings me new opportunities. As each day passes, I know that I am different, even if only slightly, from the day before.

I know I can incorporate life's changes into my journey with confidence.

If a day does not go as planned, I restructure my timetable to fit in the change. I leave enough room in my schedule to make some unplanned stops along the way. Then I get back on track as soon as I am able.

When challenges arise, I adjust my path to accommodate them. I take time to seek solutions and then act decisively on my decision, adapting to the new circumstances without flinching.

Major changes may even require me to adjust my priorities or reset my goals. **I let go of the tendency to resist something just because it is a change** from what I am used to. Instead, I re-make my plans to take advantage of the benefits these new changes can bring.

Today, I plan to discover the benefits of change and I adapt myself to make the best use of my new opportunities.

Self-Reflection Questions:

1. Do I have a tendency to resist change?
2. What recent change has brought me positive benefits?
3. What can I do to take advantage of some of the changes in my life?

Personal Reflection Exercises...

I seize the day by waking up early.



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Every day, I wake up when my alarm rings and eagerly begin my day. I am filled with excitement and anticipation wondering what the day will bring. My expectations are high because I give my best in everything I do.

I have a list of goals I want to accomplish prioritized by level of importance. At night, I review my list for the following day in order to prepare myself in advance.

I make time in my day for the things that matter to me.

Taking time to sort through my list of things to do and organize my responsibilities enables me to be more productive. From the moment I wake up in the morning, I am on a mission. ***I begin each day with purpose and direction.***

I wake up early so I can have a comfortable start to my day. I begin each day in peaceful serenity because my morning routine sets the pace for the rest of my day. I get up with ample time to get ready to save myself from the chaos of running late.

I set myself up for success by going to bed early each night in order to give my body sufficient rest. In the morning, I have time to eat a healthy breakfast and calmly drink my favorite drink. I take time to pray, bringing my mind and soul into peaceful alignment.

Today, I choose to seize opportunity by waking up early and starting my day in peace. I value responsibility and accomplishment over a few extra minutes of sleep.

Self-Reflection Questions:

1. Am I getting enough rest?
2. Is my morning routine peaceful or chaotic?
3. How does my morning routine affect the rest of my day?

Personal Reflection Exercises...

I slay procrastination with my unstoppable mental strength.



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Procrastination knows that my door is closed for business. I know my responsibilities and I pride myself on getting them done in a timely manner. ***Procrastination is for the weak minded, and I am a mental ninja!***

Each night before bed, I take inventory of my to-do list for the next day and I fine-tune any discrepancies that may arise. ***I thrive on order.*** This allows me to wake up the next morning feeling fully refreshed and worry-free.

Because I mentally prepare for the next day before it even begins, it is unlikely that I am surprised with an urgent errand or project.

In essence, the practice of warding off procrastination is much like laying my clothes out for school the night before when I was a kid. Starting the night before, I am ready for the next day.

When my day runs efficiently, I feel satisfied. Fighting procrastination truly allows me to take full control over my valuable time.

I must admit that sometimes I do feel like giving into the temptation to procrastinate, especially if I am dreading the task at hand. But I fight off the urge to put things off and instead remind myself of my priorities. ***I value myself far too much to allow my schedule to be in disarray!***

Today, I am proud that I have the mental strength to leave procrastination in the dust. It feels fabulous to go about my daily life free from worry about loose ends.

Self-Reflection Questions:

1. Do I often fall prey to procrastination because I am addicted to a habit (such as online gaming, alcohol, or television)?
2. Do I create a to-do list to keep track of my daily progress on tasks?
3. Am I able to stay focused on the task at hand for prolonged periods of time?

I strive to improve my organizational skills

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Strengthening my organizational skills is important to me. Throughout my day, I encounter situations that require me to take action in order to resolve them. And the more efficient my action, the quicker I can move on to tackle other tasks.

I find that my organizational skills are paramount to living life the way I want, filling my days with accomplishments and still leaving time for fun.

So each day, I contemplate what it takes for me to be as organized as possible.

Before beginning a job, I gather the materials and tools I need to finish it. I like to know beforehand where everything I require is located so I can quickly get what I need and move on to the job at hand.

Although it may slow me down a bit, whenever I encounter something that requires sorting or straightening, I do it right away.

Today, I plan to take action to increase my

organizational skills. I know I can streamline my home to provide easier access to tools, materials, and personal items I need to live a more organized life. ***I find that the more organized I am, the better life I live.***

Self-Reflection Questions:

1. In what situations do I show effective organizational skills?
2. Are there times that I wish I was more organized? When?
3. Starting today, what can I do to increase my organizational skills?

I strive to manage my time effectively

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Life provides me with many things to do.

There are activities I want to do as well as activities that I feel I must accomplish each day. I visit relatives regularly. I love seeing my friends. I take care of my important relationships. I spend time with my children. ***I do whatever I can to successfully manage these many priorities.***

I manage my time by living my life as consciously as I can. I am mindful of which tasks are required of me on any given day. I keep short lists of things that must be completed. I add special entries for activities I want to do.

My thoughts are concerned with finishing "must-do" tasks while scheduling in things I yearn to do. ***I schedule my life well.***

Even though I get very busy throughout the day, I find I am able to live in the moment to enjoy it to its fullest. As I manage time well, I can work hard on a project for a few hours and then enjoy a cup of coffee with a friend.

Playtime with my kids is filled with love and laughter. ***Such moments compel me to do everything I can to consciously plan and manage how I spend my time.***

Today, I intend to review how well I am dealing with my schedule. I know I can complete work tasks, finish home projects, spend time with those I love, and still have a bit of time left for me each day. Effective time management is tops on my list.

Self-Reflection Questions:

1. How do I feel about how I spend my time?
2. Do I do everything I can to manage my schedule effectively?
3. Are my highest priorities reflected in my schedule? If not, how can I rearrange my routines to fit in more of what's most important to me?

I successfully limit my time spent playing computer games

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I limit the time I spend daily on computer games in order to maintain balance in my life. Computer games are a fun and enjoyable method of entertainment in moderation. I play computer games to relax momentarily.

To prevent myself from becoming sucked in by the addictive properties of computer games, I create a daily schedule for myself. I separate time for me to play computer games and browse the internet so that I only do it during that time.

During my allotted game times, I have a great time playing games free from guilt. As soon as that time is over, I close the game and quickly move on to the next thing on my schedule for the day.

The key to successfully ending a game is to give myself something to do instead. Keeping a fast paced schedule makes it easier for me to shut down games when I need to.

I use a timer to remind me when my time

for computer games is up. Having an auditory clue makes it easier for me to tune in.

My time is valuable, therefore I always strive to spend time doing things of eternal worth. Spending time with my children, serving others, and working hard for my family are the true valuables in my life.

Today, I choose to limit my time on computer games because, at the end of my life, the legacy I leave for my family is what will matter - not how well I played a certain game.

Self-Reflection Questions:

1. Does my gaming interrupt my real life?
2. How can I set boundaries for my game playing?
3. Why is gaming so important to me? What can I do to decrease my attraction to gaming?

I track my time

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My time is a precious resource. I keep careful track of how I spend my hours. I make each moment count.

I establish my priorities. I consider my life purpose. ***I distinguish between what is urgent and what is important.*** I make space for my passions. I focus on the activities that give me a sense of fulfillment.

I create a realistic schedule. Managing stress is easier when I avoid squeezing too much into one day.

I identify the tasks that are taking longer than I thought. I organize my errands so that I can pick up groceries and dry cleaning more efficiently.

I minimize activities that are unrelated to my goals. Instead of automatically going to the mall on weekends, I shop only when I need something specific. I cut down on social media by removing the Facebook app from my phone.

I discover more leisure time. ***When I clear away the clutter, I have more resources to***

devote to the things that really matter.

Once I know where my time is going, I can choose between cleaning my car and reading with my children.

I make positive changes. I overhaul my daily routines. I put my dreams into action.

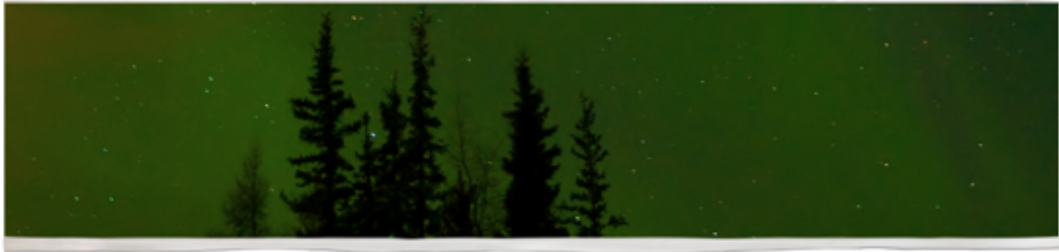
Today, I consciously decide how to spend my time instead of letting the hours slip away. Measuring my time gives me greater control over my life and helps me to achieve more.

Self-Reflection Questions:

1. Why is my time important to me?
2. What would I do if I had an extra hour each day?
3. How does tracking my time enable me to be more productive?

Personal Reflection Exercises...

I understand the foundation before I undertake a large task.



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I refuse to be intimidated by a large task because I ensure that I am prepared by fully understanding the situation.

By knowing beforehand what is expected of me, I am confident when tackling a large job. Doing the groundwork ahead of time allows me to have full confidence in my abilities to succeed in any job I take on, big or small.

The reality is that there is little difference between a large and small task. To succeed in the undertaking of *any* task, I must first fully comprehend the foundation. A small task may be easier to see the expectations and quicker to accomplish, but the overall techniques are the same.

I know with certainty that I am capable of taking on any task, large or small.

I take the time to fully observe the nuances of the task and understand the expectations before I begin working on it. This makes it easier for me to follow-through and get things done quickly and accurately.

Today, I strive to use my abilities to focus on the task at hand. I know I can be successful in achieving my goals because I take the time to analyze the situation and understand all expectations.

Self-Reflection Questions:

1. How have I prepared myself for undertaking a large task?
2. How has completing tasks successfully strengthened me?
3. What are the expectations of a task I am working on?