

# *I use my time wisely*

## **I use my time wisely.**

Although there are many things to accomplish today, I am confident I can be successful in how I allot my time.

Keeping my home and yard in order is important. My relationships at home, work, and in my personal life mean a lot to me. I do everything I can to contribute to those relationships in positive ways each day.

## ***I spend my time on important tasks and people who matter.***

My work is demanding. It requires my best efforts as well as a considerable amount of time. I prioritize my tasks and ensure the most critical tasks are done before I work on less important items.

How I spend my time is the foundation of my existence. Therefore, I try to make wise decisions about how to divide my time each day.

I cherish my time as much as I do my home, relationships, and work. ***Time is like gold because I can use it to live the type of life I want.***

Today, I plan to keep track of how I spend each hour. My goal is to assure I spend the most time on things that matter. I have sixteen waking hours each day. I intend to invest those hours in the activities and people that make me happy. I pledge to use my time wisely each day.

## **Self-Reflection Questions:**

1. How many hours each day do I spend on things that have little importance to me?
2. What are the five most important people and things in my life?
3. When I notice I am wasting precious time on irrelevant things, what can I do?

# Personal Reflection Exercises...

## I use time management to create fresh opportunities.



### **I use time management to create fresh opportunities.**

Developing my time management skills not only makes me more efficient, giving me more time for the things I want to do, but it also brings new opportunities for success.

Each day, I am sure to include some time to complete tasks that move me closer to my goals.

***On my daily schedule, I leave some wiggle room.*** This gives me the time to break away from the normal daily tasks to handle distractions without putting me behind schedule. I find that I am well prepared for distractions and can easily get right back on track.

My wiggle room also gives me the time to pursue new opportunities when I see them. ***I can keep myself open to recognizing and taking action on new opportunities as they come up,*** rather than be a slave to the tasks on my list.

Good time management also lets me include time for myself, which brings all sorts of possibilities. I can develop new

interests, skills, and hobbies, and each one creates its own brave new world of fresh opportunities!

***Managing my time well gives me the time to keep myself healthy, both mentally and physically.*** It allows for variety and excitement and it keeps me alert to new possibilities.

Today, I plan to arrange my schedule according to my priorities and include plenty of wiggle room so I can get things done, while still having time to pursue new interests.

### **Self-Reflection Questions:**

1. Am I a slave to my to-do list? How can I use good time management to help?
2. Do I prioritize tasks in my schedule so I always complete the important ones?
3. How can I include more wiggle room in my schedule?

# Personal Reflection Exercises...

## I work at a constant, comfortable pace.



### I work at a constant, comfortable pace.

Because I always keep the big picture in mind, I work at a constant, comfortable pace.

I resist the temptation to be like the driver who zips in and out of traffic, endangering others, wasting gas, and taxing his brakes, only to arrive at his destination a mere minute or two ahead of those who cruised comfortably along behind him.

What I learned in physics class holds true in less tangible areas of my life: changing speed or direction uses up energy. When I find a course I am content with, I proceed along at a constant pace so I can utilize my energy to its optimal potential.

I resist the urge to dart off full-speed. **I pay attention to my limits** and create a routine I know I can follow, tuning in to my own needs for rest and refreshment.

In doing so, I avoid energy loss and eventual burn out. I am far more productive in the long run for having had realistic expectations of my own capabilities from the start.

I let go of the desire to impress others with my skills or speed. **I keep my eye on my goal**, set a pace I am confident I can maintain, then I begin. I know I will have the time and energy to accomplish what I set out to do by consistently moving forward.

### Self-Reflection Questions:

1. Am I focused on my goal or am I more concerned with speed?
2. Am I burning myself out by trying to do too much too quickly?
3. In what areas of my life can I slow down to maximize my own productivity in the long run?

# Personal Reflection Exercises...

## **I work smartly. I seize the opportunity to conquer easy tasks first.**



### **I work smartly. I seize the opportunity to conquer easy tasks first.**

I focus on completing the easier parts of my task first because I know that doing so builds momentum and paves the way for success.

Starting with the least challenging parts of any project allows me to learn gradually without jeopardizing the entire task. By starting with the simple tasks, I am training myself so I will be ready to handle greater challenges down the road.

When I accomplish a task, ***I grant myself the precedence of success*** on which I can build upon. The work may get more challenging, but my subconscious mind will remember the thrill of achievement and I will be motivated to push harder toward my goals.

I also ward off discouragement by being able to show myself that ***I am capable of accomplishing concrete goals.***

When progress gets more complicated, I can refer back to my previous successes for encouragement and remind myself of what I have already achieved.

Also, ***I am fully aware of the power of momentum.*** When I get the ball rolling, it's far more likely to stay in motion. Likewise, once I get started on a project, I am already well on my way to success.

### **Self-Reflection Questions:**

1. Do I set myself up for success?
2. Do I recognize the importance of training when I take on a new task?
3. What easy tasks could I complete in order to build momentum?

# Personal Reflection Exercises...

**In my book of life, personal time equals productive time.**



**In my book of life, personal time equals productive time.**

Giving myself personal time is a terrific gift. I have learned that personal time allows me to be more productive.

Having the time to focus on the things I want to accomplish is important.

***Personal time allows me to address the tasks I have set for myself.*** In order to actively pursue my life purpose, I need to devote time to my goals.

Because I am a giving person, it is sometimes hard for me to see that I deserve the same amount of respect that I show to others. When it is right, I find ways to put myself first.

Since I give myself the time and space to accomplish my goals, I am a better person. I feel like I am listening to and honoring my true desires.

***Time for myself enables me to be the best I can be.*** It is a great practice to devote time to my thoughts and goals. Personal time allows me to maximize my productivity.

My book of life is designed to help me become a complete person. I make time for others and myself. When I give myself personal time, I use that time fully.

Because personal time equals productive time, I am able to achieve my goals and devote more time to my family and friends.

When I am available to others, I am alive with energy. My time alone has refreshed my life view and filled me with renewed passion. In my book of life, personal time is priceless.

## **Self-Reflection Questions:**

- 1.** Do I give myself the gift of personal time?
- 2.** What do I hope to accomplish during my personal time?
- 3.** How can I maximize the productivity of my personal time?

# Personal Reflection Exercises...

## Keeping a detailed schedule keeps me productive.



### **Keeping a detailed schedule keeps me productive.**

In order to achieve all the things I want to achieve, I must keep a detailed schedule of my day. With all the tools available to me: planners, digital organizers, and web calendars, getting organized is easier than ever.

At the beginning of the week, I write down everything I want to get done in a journal. As I complete each task, I cross it off the list. Looking at all the crossed off items on the list makes me feel accomplished.

At the end of the day, whatever is still on my plate gets transferred to tomorrow's list. ***A new day begins with a fresh perspective.***

Feeling productive boosts my morale and fuels my desire to reach new heights. Periodically, I look back at all that I have already accomplished and find hope for the future.

Keeping a detailed list of tasks and an organized schedule of events helps me to stay productive. I make the most of each day and minimize wasted time. ***My detailed schedule shields me from***

### ***becoming frazzled.***

Efficiency and time are the main benefits of an organized life. My tasks are completed faster when I know what I'm doing in advance. An agenda even helps me to be on time.

I can keep a schedule and still enjoy my spontaneous side. I allow time for outings and give myself permission to indulge in my favorite hobbies.

***Today, I treat myself with dignity by respecting my own time and planning it carefully.*** I choose to make a schedule for this week giving myself the gift of peace and maximum productivity.

### **Self-Reflection Questions:**

1. How can I better organize my day?
2. How will I benefit from detailed planning?
3. Am I getting the most out of my day?

# Making lists helps me stay organized

## **Making lists helps me stay organized.**

My day quickly becomes full of tasks. My priorities are fluid, so I constantly reevaluate what I must—and can—accomplish before the end of the day. ***I set realistic goals, determined by my workload and work pace.***

Creating lists aids my ability to focus on the current task while maintaining an awareness of what needs to be accomplished next.

Beginning my day by plotting my work helps me to prioritize. I visualize which tasks need to be completed first and estimate how long they may take to complete.

Giving myself extra time to complete assignments allows for a buffer, in case unexpected obstacles arise. ***I attempt to plan for the unexpected.***

After a break or lunch, I quickly revisit the list. My working list is always open to revision, because I know new tasks arise throughout the day. Priorities change, and I am able to adapt to these changes easily.

Removing completed tasks and adding new work to my list enable my ability to see the progress I make during the day.

Today, I anticipate the unexpected. In order to be successful, I must be flexible. Therefore, I allow my list to change with time, fluid priorities, and the can-do attitude that I bring to each new task.

## **Self-Reflection Questions:**

1. How much time should I spend creating a list of tasks and priorities?
2. When is the best time to evaluate (and reevaluate) my priorities for the day?
3. How does making a list help me outside of the workplace?

# Personal Reflection Exercises...

## My life has a healthy pace.



### My life has a healthy pace.

I live my life at a healthy pace in order to balance between productivity and pleasure. Carrying on at a healthy pace allows me to enjoy the view instead of zooming by.

My steps are ordered and deliberate. I walk through life swiftly enough to accomplish what I set out to do, while leaving myself ample time for relaxation in the end.

***Planning ahead and setting clear goals helps me to keep a steady beat without having to stop or lose my rhythm.*** When I know my vision, I am able to get right to work from the start of the day.

I have scheduled time for myself to catch my breath in between engagements. When I am faced with change or with a spontaneous situation, I am able to handle it calmly because my schedule allows me time for emergencies.

By keeping a steady pace I can schedule all my responsibilities in such a way that enables me to be on time.

Throughout the day, I take mental breaks to regroup. ***Giving myself the gift of time, I can slow down enough to stop and appreciate the little things that make life great.***

I make time for priorities in my schedule because the only way I can be of any service to others is by taking care of myself. Rather than a to-do list, I have a wish list of things I strive to do for myself.

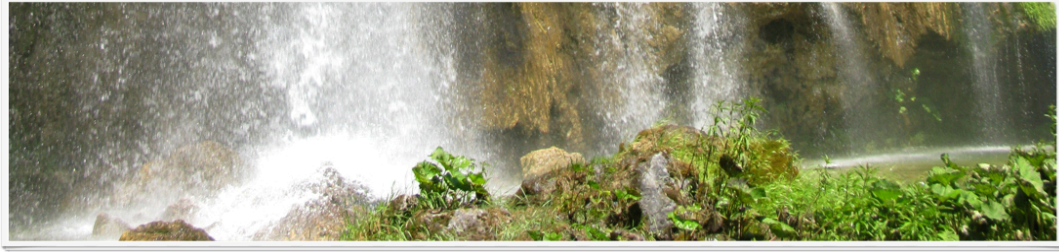
Today, I choose to live at a healthy pace so I can enjoy an appropriate balance of productivity and pleasure.

### Self-Reflection Questions:

1. How can I better prepare in advance for my day?
2. What activities should I eliminate from my plans to make room for relaxation?
3. How can I be more productive?

# Personal Reflection Exercises...

## My life has structure.



### My life has structure.

Structure clears a path for my plans. Structure is an essential part of my life because it increases my effectiveness and my overall satisfaction with myself.

The more I organize my time, the more empowered I am to accomplish my goals. As I reach my goals, my dreams get bigger and my ability to achieve them increases.

**Balance goes hand in hand with structure.** Structure allows me to designate separate times for various activities on my list. When I organize myself, I can complete my work, rest, play, and even spend time with my loved ones.

Sticking to an organized schedule gives me freedom from guilt and pressure by placing me in the driver's seat of my life. **I am in control of my time and in charge of my accomplishments.**

Structure, without rigidity, serves as a helpful tool. The most successful entities utilize structure to achieve their objectives. Life itself is the best example of structure.

From the rising of the sun each morning to the life processes of all living things, structure is fundamental. Following the example of the Creator, every day of my life is different and exciting but follows the same pattern.

Each week, I make time to plan the week ahead. I make time for my responsibilities and myself. Throughout the week, I make effective use of my time because I take time to plan.

**Today, I choose to plan rather than react.** I apply structure to my life to increase my productivity and overall happiness.

### Self-Reflection Questions:

1. Am I satisfied with my use of time?
2. How can I add structure to my life?
3. What areas of my life would benefit from some form of structure?

# Personal Reflection Exercises...

## My life is balanced because I prioritize.



### My life is balanced because I prioritize.

I enjoy a balanced life because I take the time to sort through my responsibilities according to my values. My schedule has room for personal time, family time, and time to take care of other responsibilities.

When I prioritize, I logically think about how I spend my time. I make a list of the tasks I need to do then sort them in order of importance. I prioritize my list based on what matters most to me.

***I am free to delegate tasks beyond my abilities to other capable people willing to help me.*** Once my schedule is full, I turn down additional tasks free from guilt.

My number one responsibility is to take care of myself so I can best look after my family and serve those I work with. I make it a point not to neglect my own personal well being, that way I can have enough strength and energy to be there for others.

To maintain a balanced life, I strive to minimize distractions. ***I overlook anything that tries to rob me of the time I need to spend on important tasks.***

I have the courage it takes to ignore a phone call while I am trying to work. I have the self-discipline necessary to stay out of social networking sites while I am performing my duties.

Today, I choose to stabilize my life by prioritizing my duties. I make time in my schedule for myself so I can best fulfill my purpose.

### Self-Reflection Questions:

1. Which distractions do I need to restrain?
2. What is one thing I can do for myself today?
3. Why is personal time needed for efficiency in other areas?