

# Personal Reflection Exercises...

**My mind is focused and attentive to my tasks. I do not allow distractions to infiltrate my thoughts.**



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I am focused and attentive when I am engaged in a task. Because ***I am organized***, I am able to give the project in front of me my full attention.

I have created a time for everything that is important to me; I am able to let go of all except the task at hand, knowing that I will come around to other matters in due time.

I stay focused and avoid wasting time because I know where I am headed and how I plan to get there. By taking a few minutes to plan, I can clarify my goals.

Because ***I am clear about what I intend to accomplish***, I am able to recognize those thoughts and activities that will only be a distraction, and I set them aside so I can keep my focus.

I assist myself in this by creating an environment that is conducive to concentration. I limit outside noise and let others know when I am available.

***I let people know what they can expect of me*** so they, in turn, can free me up to focus on the task at hand, reassured that their time will come.

I let go of feelings of guilt when I am in a focused state. I know that I am far more effective by focusing on one task at a time so that I can be as productive as possible.

## **Self-Reflection Questions:**

1. When I start a project, do I take time to get a clear picture of my goal?
2. Have I set aside time for things that are important to me?
3. Do I have realistic expectations for myself, or am I trying to do too much at once?

# Personal Reflection Exercises...

## My personal time is a priority.



### My personal time is a priority.

No matter how hectic my life becomes, I ensure that I have quality time for myself each week.

I have children to take care of, a house to clean, dinner to cook, a spouse to keep happy, and a career to maintain. Yet I choose to make my personal time a priority, so that I have energy to give my best.

I take a few hours each week away from the hustle and bustle of my world. I take that time to pamper myself and wind down. ***I engage in activities I enjoy that bring me peace.***

These activities are key components in maintaining my sanity. In addition, I routinely ask for help when I need it. ***I openly accept help*** so I can take opportunities to relax and recharge my batteries.

I regularly hire a housekeeper to ease the load of housework that erodes my time. I delegate any responsibilities I can so that I am free to give more to others and to myself.

I often call a babysitter to watch the kids so I can take a break. I let go of the need for everything to be done perfectly and give myself permission to relax.

***Maintaining my personal happiness allows me to perform 100% better at every task I take on.*** When I take time for myself, I return with renewed energy and confidence that shows in everything I do.

Today, I realize that taking care of myself is just as important as all of my other responsibilities.

### Self-Reflection Questions:

1. On average, how many hours each week do I devote entirely to myself?
2. Do I allow my spouse to indulge in personal time as well?
3. Am I stretching myself too thin? If so, how can I delegate some of the load?

# My priorities in life are clear

## **My priorities in life are clear.**

When I think of my life priorities, I ponder all those things that are high on my list of aspirations. Although I have many, I understand that some of them are more important to me than others. Life can be a crazy, chaotic ride. Yet from the mounds of things to do and accomplish, I sift through to find those most relevant things.

The top crucial elements of my life are my relationship with my partner, my family, health, work, home, friends, and hobbies. It is obvious to me that these parts of a whole must all fit together somehow, some way.

Finding space and time in my life for everything is a juggling act. Even so, I confidently prioritize my time. **What I do each day shows to the world and to me what my priorities truly are.** I believe very strongly that I ought to live my life based on the priorities that I set.

I cherish some of my priorities, like taking care of my family, spending time with my children, hanging out with friends, or doing a beloved hobby. Some of my priorities are necessities in life and require my effort,

focus and concentration, such as working and taking care of my home.

**Today, I intend to review my priorities and evaluate whether they need to be altered or rearranged in any way.** I feel confident that I can make any changes necessary to ensure my actions reflect how I really feel.

## **Self-Reflection Questions:**

1. Are my priorities clear to me?
2. Do my behaviors reflect what my priorities truly are?
3. What do I need to change about my life to ensure I am living my life to the fullest and being true to my priorities?

# Personal Reflection Exercises...

## My workspace is conducive to productivity.



### My workspace is conducive to productivity.

I take pride in all aspects of my work. I dress for success, carry myself with confidence, and keep my workspace organized. When my workspace is organized, so are my thoughts.

**An organized workspace unleashes my creativity.** Clutter is the antithesis to inspiration. I de-clutter my space by promptly getting rid of unnecessary items. My passion for peace is greater than my fear of throwing things away.

When I sit at my desk, I have enough space to sit comfortably and properly. There is space for me to place my feet flat on the floor and my arms on the table. Adequate posture is important to my overall success because I work better when I am free from pain.

The lighting at my workspace enables me to see clearly without needing to squint my eyes. The sounds around me are easy to ignore without causing a distraction. I use light audio in the background if there are disturbing noises nearby which I find hard to disregard.

I look forward to my workspace because it is a place where I feel productive. My workstation facilitates my personal growth. **When I walk into my clean workspace, I feel relaxed.**

Being organized helps me avoid confusion over misplaced supplies. I can find items on my desk when I need them because everything has its place. **My tidy space saves me from the added stress of disorganization.**

Today, I choose to set up my space in a way that brings me peace and inspires me to be productive. I invest in organizational tools to help me get started. I release myself from confusion by tidying up my space.

### Self-Reflection Questions:

1. How do I feel when I walk into my workspace?
2. How can I improve the look of my space?
3. What do I need to do to help myself get more organized?

# One of my top priorities is a balanced life

## **One of my top priorities is a balanced life.**

I thrive when there is balance in my life.

When all aspects of my life are given their fair share of attention, I feel like a complete person.

My spiritual life is important to me. When I give regular attention to my spirituality, I find it easier to make it through the challenges of each day. I realize that my inner strength is lessened if I neglect the spiritual part of my being.

***My physical well-being is critical because it ensures that both my body and mind can work at their peak performance.***

When I am in shape physically, I feel energized and my thoughts are clearer and more organized. I make better decisions when my body is in a healthy state.

I commit to making time for both work and enjoyment so one can balance out the other. I take pride in the feeling of accomplishment I get when I excel at my job.

***I also allow myself enough time to relax***

***and rejuvenate.*** Reducing my stress lets me be at my best.

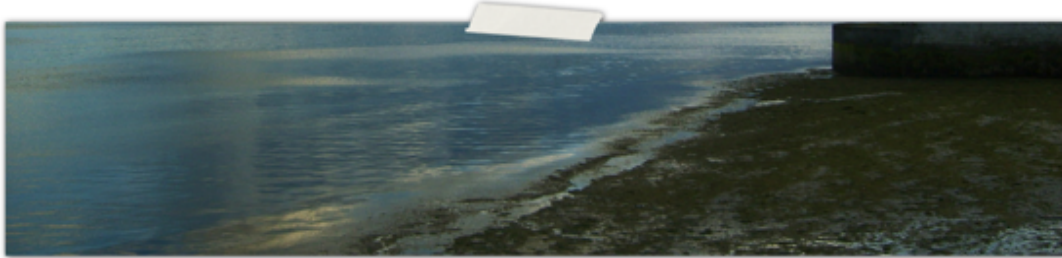
Today, I strive to pay close attention to the signals in my life. I commit to heeding those signals and acting accordingly so I continue to maintain a balanced life. I know I am more effective in each facet of life when all aspects are given their due share of attention.

## **Self-Reflection Questions:**

1. Do responsibilities ever get in the way of me achieving balance in my life?
2. How can I encourage my loved ones to seek a balanced life?
3. Does my idea of balance change as I encounter new experiences?

# Personal Reflection Exercises...

## Organization is easy and effortless for me.



### **Organization is easy and effortless for me.**

I am able to organize my time and tasks effectively. My great time management skills enable me to take care of my important tasks and still have time to enjoy life!

***I keep my planner up to date.*** When I am asked to take on a task, I check my planner and schedule it in appropriately. If I see that there really is no time for it, I am honest about my availability and refer them to someone who can help.

By being honest about my time, I respect others because they can still get the help they need from someone else. They appreciate my system, too, because they know with certainty that, if I do commit to something, it will be done. ***My organization skills earn their trust.***

***Every day I make a to-do list of my tasks with the most important priorities.*** I pare this list down to a bare minimum so I know that I can get the most important things done. Then, if there is time left over, I can start on the things that have secondary importance.

***Taking time for myself is a priority.*** It gives me a chance to relax and rejuvenate so I come back better than ever, full of renewed energy. This is why I ensure that I schedule some time for relaxation every day.

***I also make sure that there is some wiggle room*** in my schedule. This provides me the time to take care of important things that come up during the day without overloading my regular schedule.

Today, I intend to take a second look at my schedule and revise it according to my priorities.

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

1. Do I make it a point to keep my schedule up to date?
2. Have I learned to say "no" when I really don't have the time for something?
3. How can I revise my daily schedule according to my priorities?

# Personal Reflection Exercises...

## Planning ahead saves me time and money.



### **Planning ahead saves me time and money.**

The average family wastes over \$2000 per year due to lack of planning. Instead of being one of those families, my family saves money by living strategically.

***At the start of the week, I plan my family's meals in order to maximize the use of my groceries.*** I choose meals with the same ingredients to prevent items from spoiling in the refrigerator and going to waste.

While planning the meals for the week, I use the Internet to find deals and printable coupons for the items on my list. ***Armed with a shopping list and matching coupons, I make better choices at the grocery store.***

I am stronger than the pride that tries to prevent me from shopping for sales. Using coupons is fun because it is easy to do and saves me money. When I provide for my family's needs while saving money, I feel smart.

Each week, I also plan my family's activities so we can identify ways to best make use of our time as a family. I group car trips together in order to save time as well as money on gas.

My home is organized so I know where things are when I need to use them. ***The ability to find what I need with ease prevents me from purchasing items I already own simply because they are misplaced.***

Today, I choose to pay attention to the small details of my affairs so I can identify areas where I can save time and money. I prepare my week in advance to refrain from wasting.

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

1. How can I make time to plan effectively for my week?
2. What three things can I do to save money that is currently being wasted?
3. What could my family do with the savings from being organized?

# Practicing healthy habits contributes to productive behaviors

## **Practicing healthy habits contributes to productive behaviors.**

My days are filled with activities that encourage efficient use of my time. When I practice healthy habits, I am able to be more productive each day.

My most important healthy habit is getting enough sleep. I allow myself to get sufficient rest regardless of what my day looks like. ***Resting well gives me the energy required to make the most of the day ahead.***

A good diet is also essential for productivity. When I include vegetables and fiber in my diet, I am less sluggish. My mind is clear when I feed my body right.

I avoid having meaningless discussions with friends and acquaintances. Although light conversation helps me to de-stress, I stay away from gossiping about the actions of others.

***When I avoid counter-productive habits, I have more time in my day to produce results.***

My targets at work are attainable because I prioritize. Critical assignments get first priority. Spending more time on larger projects allows me to get significant things done for the company. It also allows me to have pockets of time for achieving smaller goals in between.

I end each day with exercise because it helps me to unwind. ***Taking the time to treat my body well is important to preparing for the challenges that lie ahead.***

Today, I make a conscious effort to practice healthy habits. I embrace the things that help me to feel rewarded at the end of each day.

## **Self-Reflection Questions:**

1. How much room do I leave in each day to learn something new?
2. How do I use my spare time?
3. What habits can I practice to ensure I stay committed to being productive?

# Personal Reflection Exercises...

## Prioritization eliminates procrastination.



### **Prioritization eliminates procrastination.**

I rise above the negative effects of disorganization by prioritizing my life.

***Assigning value to certain things helps me determine what matters most and which task needs to be completed first.***

I break the habit of procrastinating by ordering my responsibilities. When I make a list of things to do, I sort them based on due date and level of importance. I prioritize the tasks on my to-do list so that I can complete them in a timely manner.

Organizing my life initially requires time, thought, and energy but in the end, ***it rewards me with more time, thought, and energy*** as I increase in efficiency.

I am stronger than the urge to put things off until the last minute. I speak to myself with logic and consider the long-term benefits of staying on task. I prefer a longer, higher quality time of rest than constant breaks of purposeless inactivity. So I avoid time-wasting activities in order to achieve the task at hand.

I refuse to wait until the last minute to get going on a task because it prevents me from doing my best. Organizing myself allows me to produce better quality work. Prioritizing is my weapon against mediocrity because it produces excellence.

***I prefer to work hard first and play later rather than enjoy myself first and leave my duties to the last minute.*** Relaxation is much more enjoyable when I have completed my responsibilities than when they are hanging over my head.

Today, I choose to prioritize my duties, organize myself with a plan of action, and get right to work so that I can enjoy a relaxing break when my work is complete.

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

1. What areas of my life could use some prioritizing?
2. Why is it better to work hard first and play later?
3. How do I feel when I procrastinate?

# Punctuality is important to me

## **Punctuality is important to me.**

Because I want to live the fullest life possible, I realize that paying attention to time is paramount.

When I take note of the time, it helps me stay on task. ***Being aware of time during the work day or when pursuing goals at home is the key to getting everything done.***

Being on time is one of the ways I show myself and the world that I am responsible and dependable. I feel confident when I think about the fact that I am consistently on time for work and social engagements.

In a sense, I feel one step ahead of others because I am punctual.

***I feel more on top of situations and confident I can meet any challenge when I am on time.***

In the toughest of situations, arriving on time instills feelings of strength and power. Even though a meeting may hold real challenge for me, arriving on time demonstrates I am prepared and ready to

tackle the most difficult tasks.

***My punctuality sends out a positive message about me to others.***

Today, I know I can be on time for every meeting in my schedule. It brings me great pride to know that others can depend on me to be on time. I recognize my life is better because I focus on punctuality.

## **Self-Reflection Questions:**

1. Am I punctual? If I am not punctual, what prevents me from being on time?
2. How do I feel when others arrive late to a meeting or carefully planned social event?
3. How can I ensure that I am consistently on time?