

# Conscious Scheduling Activity

## Worksheet instructions:

**IMPORTANT:** Please do not edit this original document.

To use this worksheet as a Google Doc, click “File” in the top left corner, then scroll down and click “Make a copy.” After this, a new page will open with a copy of this document, rename it something that works for you and get to work.

To work with this worksheet on Microsoft Office or Pages for Mac computers, click “File” then scroll down to download and select “Microsoft Word (.docx).” The file will appear in your downloads folder and you will be able to open it in the program of your choice from there.

## Activity

This exercise considers scheduling as a way to practice Self-Love. What makes this possible is the **intention** that is poured into the exercise. When we tell our subconscious what our intention is, it goes to work in order to create that intention. It creates the context and looks for ways in our outer world to make that intention a manifested reality. Follow the directions listed below as a framework for scheduling your time in a way that promotes, balance, freedom, flow and pleasure. Remember, everything we do can be an act of Self-Love if we use our intention. Also, be intentional about ensuring this practice lives within the context of “enough” as discussed in the workshop”

### Step 1: Visualize

This exercise is a Self-Love ritual (see Self-Love Rituals worksheet for more info on what a ritual is and what is its purpose). Create a sacred space for yourself by setting aside a time and physical space where you can have as little distractions as possible. Give yourself enough time to do it without rushing, set your intention, clear your mind and visualize the way you want to feel at the end of the week.

Do you want to feel accomplishment? Ease? Rested? Triumphant? Expanded? Used up (in a good way)?

Call in these feelings. Conjure them in your being for 3-5 minutes before you put pen to paper.

## Step 2: Schedule

Follow this simple list to schedule your time.

1. Decide on your weekly time and place to schedule and plan that into your calendar from now without end (I like Sundays, because they are the first day of the week and usually the day I have the most flexibility, but do what works for you).
2. On your decided day & time, come into your sacred space, visualize, then begin your scheduling practice.
3. Plan your week in advance. Be sure to include everything - do you want to read a chapter from a book this week? Include that. Do you have an online course to prep for? Include that. Do you have to pick up your kids from school? Include that as well.

What gets scheduled gets done. What doesn't get scheduled gets forgotten.

Including everything helps you to understand how to use time realistically and to your advantage and will eventually allow you to make healthiest scheduling decisions because you know how your time works and you respect it.

4. Be sure to include time to rest, time for family/friends/romantic relationships, time for work, time for exercise and time for your Self-Love rituals.
5. Be intuitive about the process and map your events out in a way that feels good to you and remember, everything is an experiment and a work in progress. As you learn more about scheduling, and as you evolve as a person, your preferences will change and you can revisit your scheduling practice any time to make amendments.

### ***\*Pro Tips***

1. Have a to-do list. Your to do list is your catch-all for scheduling. Anything that you've chosen to do goes into your to-do list. During your scheduling time, you can revert back to your to do list and use the items listed to map out your week.

Great to-do list apps are: Notes, Google Keep, Evernote and Any-Do (all available on in the App Store or the Google Play Store)

2. Use an Cloud-based calendar software
  - I use Google Calendar, but iOS's Calendar app is capable as well.
  - If you have a business booking calendar site, make sure it is integrated into your personal calendar so that you don't double book by accident.

### 3. Keep your Calendar on you

Prefer an old fashioned written calendar that's mounted on your wall? That's cool too! It's all about what works for you! I highly suggest getting a large 3 month or up to 12 month calendar so you can get a feel for how your months are going to shape up.

Also, for all my handwritten folks, get a date book, make sure it is always on you.

Using Cloud based calendar apps allows you to keep your calendar on you in the form of your phone.

The purpose of having your calendar on you at all times is so that you can schedule appointments on the spot. So many times I've double booked myself or forgotten to put an appointment in simply because I said "I'll add that when I get home," or "get to the car," "get back to work" take your pick.

### 4. Be the responsible person.

When scheduling an appointment with anyone, you take the initiative unless they say otherwise or unless they are providing you with a service. Put it in your calendar, get their email address and send a calendar invitation and get their best phone number.

Even if you know that your coach, doctor, personal trainer or etc is super responsible and will send that calendar invite when they have time, make sure you schedule it the moment that you both agree on it. You can delete your own later

### 5. Use a color system

Cloud based calendars give you the option of choosing the color of your appointments. Use one color for each area of your life. Personal events can be red, work events can be blue, fitness events can be green, etc.

### 6. Review your schedule multiple times each day

Personally, I love to visit my schedule every morning before my day gets started so that I know what to expect. I also check it multiple times a day to ensure that I stay on track, usually after every item that I've completed and if ever I find myself feeling idle.

That's it! Remember, this is just a frame work, it's up to you how the picture gets painted. Use these ideas as a guide, but **do what works for you!** Make sure you have fun and remember, YOU ARE ENOUGH! And whatever you put on the schedule for the week is enough! Practice feeling enough and bringing enoughness into your daily life!