

Empowering your time: Practical strategies to create a value-based schedule

Reflection questions:

1. How well are you currently managing your time (1-terribly; 10-great)?



2. What types of tasks do you procrastinate most on?
3. What do you procrastinate with?
4. What are the two biggest challenges you face in your time management?
5. What would a perfect schedule look like?
6. What is keeping you from it?

Notes and strategies:

1. Decide

- a. Reflect on the jellybeans video.
- b. Where do you notice learned helplessness creeping in? Eg statements of “I **have** to do this” or “they’re **making** me do that?”
- c. What is your big mission or vision? Or what are the most important things to you? What are your hedgehogs?
- a. What are your concrete goals for the next year. Consider what results you want in different areas (work, new projects, family, personal, health). Then determine 2-3 critical actions that you will need to do to get the results that you want.

Area or topic	Desired results	2-3 critical actions

2. Plan and Prioritize

Practical strategies to align your schedule with your values:

1. Write down your big goals and mission.
2. Write down all the projects and things that you do. Identify two that are not aligned with your mission/vision that could be removed, deferred, or not renewed.
3. Write down your goals for the next 1 year, 1 month, and 1 year.
4. Create a plan for what actions you need to take to meet each of the goals. Get mentorship when you are unsure.

- a. Consider the concept of the ikigai. Write down everything you do on the right-hand side. Draw arrows to where each item would fall on your ikigai. How could you eliminate things with overlap of 2 or fewer circles?



- b. Time inventory: Assess where your time is going. When you reflect on the time inventory, where are you spending more time than you thought or less time than you thought? Look at your time and assess what changes you want to make with the lenses of:
- i. Priority – Are you prioritizing what is important?
 - ii. Strategy – Are you working in ways that are intentional or reactive?
 - iii. Efficiency – Are you doing things in the right amount of time?

Practical strategies to examine your time expenditures:

1. Look at your time through the lens of priority: are you doing the right things? Are you spending your time in a way that is aligned with your values? If not, where could you make the easiest changes? Where could you make the most important changes?
2. Use the lens of strategy: Are you doing things the right way, or is your day or your work scattered and fragmented? How could you work in a way that gets things done most effectively? E.g. through better planning, outsourcing, avoiding overworking, perfectionism, or all-or-nothing thinking?
3. Use the lens of efficiency: Where are you spending more time than you need to on things? Where are you wasting time? How could you do simple, shallow tasks more quickly?

c. Consider the ideas of deep and shallow work. What work do you do that is 'deep work'?

i. How could you do more deep work?

ii. How could you block off time to prioritize your deep work and give it your full attention?

d. What work do you do that is 'shallow work'?

i. How could you block off time for the shallow work so that it does not interrupt deep work time?

ii. How could you do the shallow work as quickly as possible?

Practical strategies to manage your deep and shallow work:

1. For deep work: Create time blocks for the deep work and plan what you will do in those time blocks. Clear your physical space. Clear your digital space (from notifications or open windows or your phone). Clear your mental space by writing down all your thoughts.

2. For shallow work: Create time for it and do it as efficiently as possible. Create a system to capture the open loops or 'to do' thoughts so that you can clear your mind and maintain a reliable system. For shallow work or email, when possible:

- Delete. Do not waste your time on things that do not matter.
- Do. If it will take less than 2 minutes
- Delegate. Whenever possible.
- Defer. If it is deep work and will require time and thought, add it to your to do list or calendar.
- Decline. If it is not necessary or not in line with your values and priorities (consider the ikigai).

3. Do

- a. In what areas do you procrastinate out of self-sabotage, self-worth protection, or fear of failure?
- b. Do you ever notice yourself overworking or over-committing out of a need to prove yourself?
- c. When you avoid doing certain tasks, which emotions are you typically avoiding?
- d. Write down at least 5 habits, what are the cues/responses/rewards? Are these habits you want to increase or reduce?

Habit	Cue	Reward	Inc or Dec	Disrupt/Reinforce

Practical strategies to avoid self-sabotage:

1. Focus on effort not abilities.
2. Learn to love the process, employ a growth mindset.
3. Decouple performance and self-worth.

Practical strategies to overcome the activation barrier:

1. Cultivate curiosity about why you are avoiding it.
2. Explore how the work aligns with your big mission/values.
3. Ask What is the immediate next step?
4. Ask: Can I do this for 20 minutes?
5. Plan to fail.

4. Reflect

- a. What recurrent negative thought patterns do you have?
- b. How do you tend to feel with those thoughts?

c. How do you want to feel about the given circumstances?

d. What thoughts could you choose instead?



Practical strategies to manage your mind:

1. Write down all your thoughts for 5 minutes at the start of each day or when your mind feels most cluttered.
2. Pick on thought that resonates or tugs at you the most.
3. Examine how it makes you feel. Feel the feeling intentionally for 5 minutes.
4. Decide how you want to feel.
5. Identify and choose a new, believable thought that creates the desired feeling.

Action Plan: Decide ? Plan ? Do ? Reflect

Pick one substantial but achievable project or goal that you want to complete, or a change that you want to make. We will use a process called *mental contrasting with implementation intentions*.

- I. Pick one **WISH** for something you would like to accomplish or change. Be as specific and time bound as possible:

- II. What is the **OUTCOME** you want? How will it feel, what will it mean to you to reach your wish, and **why** do you want to do it:

- III. What do you need to **DO** to achieve this? Narrow it down to 2-3 critical actions that will drive success:

IV. What inner **OBSTACLES** do you anticipate when you try to do the actions above:

V. Make a **PLAN** to overcome each of the inner obstacles using an implementation intention: *When I encounter [obstacle] then I will [action].*

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