

A top-down view of a desk with a glass of water, white earbuds, a pen, a pencil, and a calendar. The text "THE art of INTENTIONAL LIVING" is overlaid in the center. The word "Workshop" is written in a large, cursive font over the calendar. The calendar is a weekly planner with sections for "LIFESTYLE" and "GROCERIES". The pen and pencil are light-colored and lie on the calendar. The glass of water is in the top left, and the earbuds are in the top right.

THE art of
INTENTIONAL LIVING

Workshop

THE *art of*
INTENTIONAL LIVING
Workshop

DAY THREE

Elegant Time Management

Key learning outcome:

How you spend your time is a reflection of who you consider yourself to be AND it creates the results in your life.

TYPE YOUR ANSWERS IN THE CHAT BOX

WHAT IS YOUR RELATIONSHIP WITH TIME?

TYPE YOUR ANSWERS IN THE CHAT BOX

WHAT IS YOUR BIGGEST CHALLENGE WITH TIME MANAGEMENT?

THERE IS ALWAYS ENOUGH TIME

And it ALL STARTS IN YOUR MIND

Remember that at the root of every outcome we experience in our lives is a thought driving it.

THOUGHT > EMOTION > ACTION = OUTCOME

THE PROBLEM

YOU ARE TOO BUSY
YOU FEEL OVERWHELMED
YOU ARE EXHAUSTED
YOU ARE BURNT OUT
YOU DON'T HAVE ENOUGH TIME
YOU ARE DISORGANISED
YOU ARE ALWAYS LATE
YOU ARE ALWAYS RUSHING
YOU GET STRESSED OUT AND ANXIOUS
YOU ARE ALWAYS DO MORE THAN ONE THING AT ONCE

To create new a better relationship with time and how you manage time, you must change the way you think about time.

A NEW RELATIONSHIP

To become more elegant with your time

Move from...

- Busy
- Frazzled
- Unproductive stress
- Anxiety/overwhelm
- Distracted action
- Holding it all together

Move towards...

- Flow
- Aligned action
- Control over your time
- Creating real results in your life
- Predictable and ideal outcomes
- More time for YOU

The way you think about time will affect how you use it and how it works for you.

The **BIGGEST** challenge with time is not that there isn't enough of it. It is that you **THINK** there isn't enough time.

THERE IS ALWAYS ENOUGH TIME.

TIME SHRINKING THOUGHTS

- There's too much to do
- I don't have time
- I wish I had more time
- I am busy
- I'll never get it all done
- I can't keep up
- My time is not my own
- I need to hurry
- There's so much on my plate
- I don't have control of my time
- If only there were more hours in the day

Which of these feel like your reality?

TIME EXPANDING THOUGHTS

- There's no hurry
- I have enough time to get it all done
- I get to choose what is important to me
- I am worthy of rest and downtime
- I focus and get things done
- I love the space and ease unfolding in my life
- I have all the time I need
- I don't have to do it all
- One thing at a time
- I've got this
- I make decisions and I go all in
- I am a decisive action taker

What does it feel like to have these thoughts?

To become more intentional in your life you must become more intentional about how you spend your time.

HOW WE SPEND OUR DAYS IS HOW WE SPEND OUR LIVES

Your relationship with your time is a reflection of your self-image and what you think about yourself

What does your time say about you?

HOW TO USE YOUR TIME MORE INTENTIONALLY

Change your self-image by changing your relationship with time.

Your calendar and time management on a deeper level reflects and represents:

- What you value
- Who you are
- Your priorities
- Your goals
- _your deeper dreams

Elegant time management should reflect who you are evolving into.

- Aligned values with your future self
 - Grow you as a person
- Move you towards your goals
 - Embody your mission
- Make you feel aligned

FOUR AREAS TO HELP YOU CULTIVATE ELEGANT TIME MANAGEMENT

YOUR TIME & VALUES

Your values are your guiding pillars in your life. They serve to keep you aligned with your highest truth and the highest version of yourself. Every time you do not honour what you value, it shows in your life as a form of misalignment.

What are your values?

How do your values reflect in the way you manage your time now?

What needs to change?

YOUR TIME & PURPOSE

Are you using your time in a way that aligns with your life's purpose?

Your purpose is not a complicated thing to figure out. You do not have to wait for an angel to tell you your purpose or 'wait' til you have heard.

YOUR PURPOSE IS WHAT DECIDE IT TO BE.

Be courageous and decisive enough in deciding your purpose and stop holding yourself back.

YOUR TIME & GOALS

Focus on one BIG goal. This big goal should be an goal that has a DOMINO EFFECT on other areas of your life.

Your big goal should be broken down into monthly actionable key focuses and the use of your time daily should reflect your goal.

**Are you working toward your goal daily/weekly/monthly?
How much of your time is spent focused on achieving your goal?
What is a distractor from your goal?**

YOUR TIME & SELF-IMAGE

What do you want you want your time to say about you?

I am a woman who....

- Plans her life on purpose
- Shows up for what's important
- Is calm and organised
- Lives based on her values
- Constantly challenges herself
- Knows when to say no
- Delegates when it is necessary

Time Wasters

Anything that you spend your time on that leaves you empty, has low return or stagnant.

CULPRITS

- People pleasing - always saying 'Yes' to everything and everyone
- Indecision
- Perfectionism
- Procrastination
- Escaping
- Worrying

Time Expanders

Anything that you spend your time on that is expansive, gives you a high return and momentum.

- **Planning**
- **Decisiveness**
- **Self-care**
- **Restraint**
- **Compacting**

PLANNING

Saves you time because

- You're more effective
- You know where to focus
- It creates order and calm

DECISIVENESS

Saves you time because

- it creates momentum
- you know what action to take
- You stop having split energy.

(Split energy is when you want 2 things that oppose each other.
Just make a decision.)

SELF-CARE

Saves you time because

when you feel better you have more energy to produce the results
you want.

RESTRAINT

This is about making tough decision and creating limitations for yourself. (E.g work, food, money, goals)

- Saves you time because
- simplifies your life
 - helps you focus
 - decreases decision fatigue
 - gives you so much of your time back

COMPACTING

This is about compressing results into less amount of time.

This requires two things:

- 1) Presence- being present in what you are doing and not allowing in distractions
- 2) Overcoming perfectionism

POMEDERO TECHNIQUE

HOW TO CREATE AN ELEGANT WEEKLY SCHEDULE

6 steps to weekly scheduling

Planning, scheduling and execution will give you so much more **FREEDOM** in your life.

1. Brain dump

Write down everything you think you need to do for the week

6 steps to weekly scheduling

2. Ask quality questions

Does this task move me forward?

Is this task essential?

Does this task align with my values?

Does this task align with my Umbrella Goal?

6 steps to weekly scheduling

3. The Ds

Review your weekly task list and categorise using the following:

DELETE: get rid of every task that is not necessary this week

DELEGATE: figure out what you can delegate and **ACTUALLY DELEGATE!**

DELIGHT: Whatever is left on your task, choose to delight in it.

6 steps to weekly scheduling

4. The Scheduling

Use your calendar proactively. Schedule every task that needs to get done, assigning the appropriate time to it and set an alert for when it's time to get it done, so you don't forget.

KEY TO OVERCOMING PROCRASTINATION

ALWAYS schedule what you want as an outcome NOT the action. E.g instead of 'clean house on Saturday 10am' schedule 'Clean living room on Saturday 10am'

6 steps to weekly scheduling

5. EXECUTE

In order for you to make time work for you with ease and grace, you **MUST** execute what you have committed to.

- Plan for the resistance
- Anticipate the obstacles
- Plan for tweaks and changes
- Plan for success- spend time visualising yourself showing up

THAT'S WHY YOU MUST BE INTENTIONAL. PUT THINGS IN YOUR CALENDAR YOU WILL TRULY SHOW UP FOR. TO DO OTHERWISE WILL CREATE AN IMAGE OF YOU NOT BEING A WOMAN WHO SHOWS UP FOR HERSELF

6 steps to weekly scheduling

6. THE REVIEW

- What were your wins?
- What didn't go well?
- What did you learn?
- What adjustments will you make next week?

ERIC

Q&A TIME