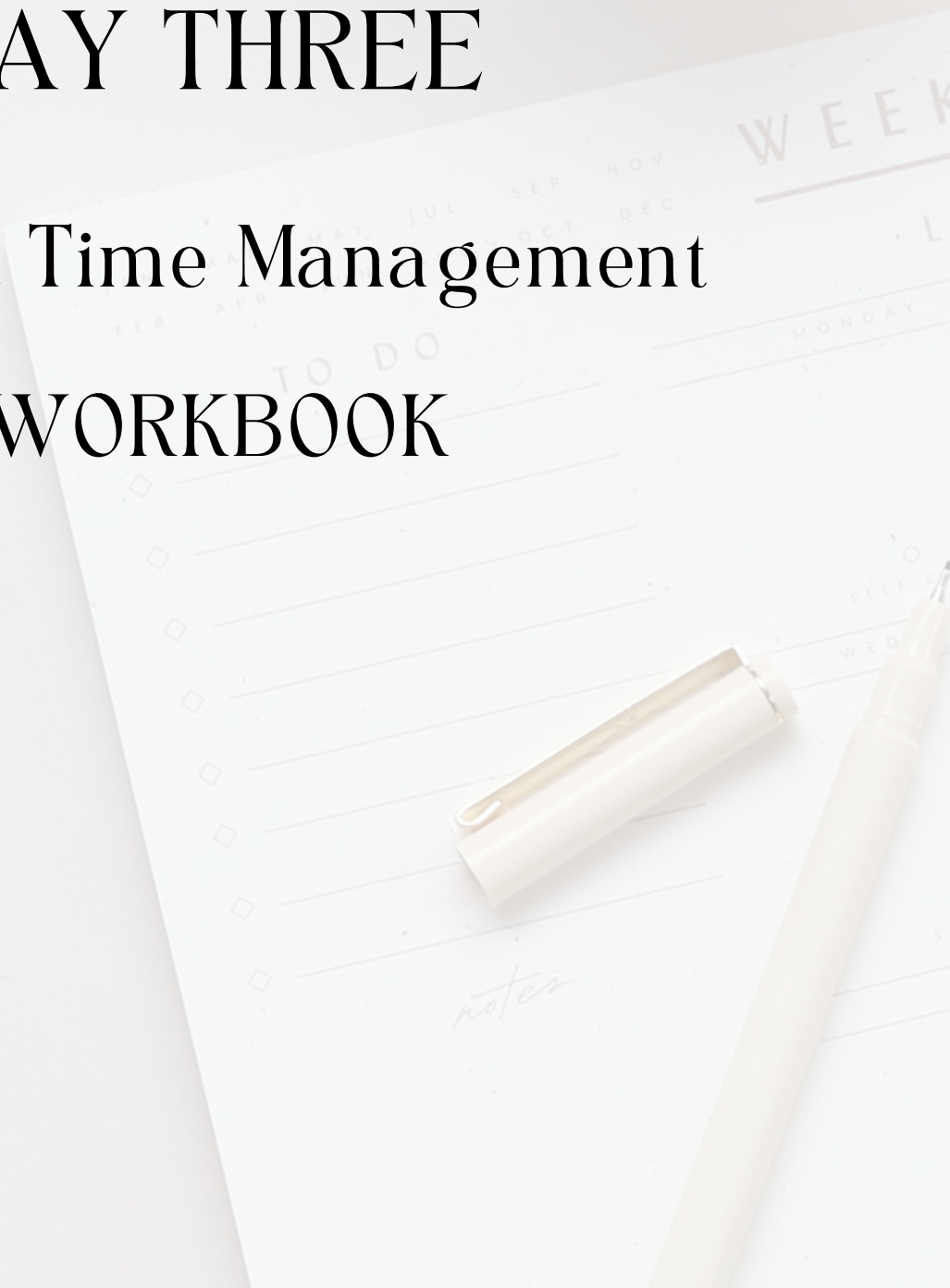


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# DAY THREE

## Elegant Time Management WORKBOOK



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**WHAT IS YOUR RELATIONSHIP WITH TIME?**

**WHAT IS YOUR BIGGEST CHALLENGE WITH TIME MANAGEMENT?**

**WHAT WILL BE YOUR NEW 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

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## HOW TO USE YOUR TIME MORE INTENTIONALLY

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

What do you want your calendar and time management on a deeper level to reflect and represent:

-What do you value?

-Who you are evolving into?

-What are your priorities?

-What are your goals?

-What are your deeper dreams ?

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**FOUR AREAS TO HELP YOU CULTIVATE  
ELEGANT TIME MANAGEMENT**

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## **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?**

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**YOUR TIME & PURPOSE**

In what ways are you using your time to align with your life's purpose?



What needs to change to make you more aligned with your life's purpose?



## 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.

**How 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?**

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**YOUR TIME & SELF-IMAGE**

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

I am someone who....

A large white rectangular area intended for writing responses to the prompt above.