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Publishers

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Worksheet: Write it out!

Write out 3-5 tasks you want to accomplish. In the column next to the task rate how "intense" this task feels to you emotionally (using Low/Mid/High).

Task	Intensity level
1	
2	
3	
4	
5	

Now, taking into consideration task intensity levels, try to arrange your list in a way that feels more balanced to you:

My re-arranged task list

Task	Intensity level
1	
2	
3	
4	
5	

Worksheet: Write it out!

Write out 3–5 tasks you want to accomplish. In the column next to the task, rate how intense this task feels for you emotionally (using Low/Mid/High) and arrange them so there aren't too many **high-intensity tasks** stacked up together. In between the tasks, write out: "Break" and write down the **time buffer** that you will do to mentally reset yourself in between tasks. For example:

Sample task list:

Task	Intensity level
Finish work report	High
Break: Do a meditation, go for a short walk	
Answer emails	Low
Break: Sit in the backyard, water plants	
Finish cleaning out cabinets	Mid
Break: Listen to a funny podcast	

Now, try writing out your task schedule and be sure to plan some mentally relaxing breaks for yourself:

My task list:

Task	Intensity level
Break:	
Break:	
Break:	

Worksheet: Write it out!

Thinking about your typical day, what are some **low-intensity tasks** that frequently feel more “fun” for you to work on? Write out 1–5 **Task Desserts** you can try to save for last.

Tasks I can save for Task Desserts:

1.
.....
2.
.....
3.
.....
4.
.....
5.
.....

Worksheet: Write it out!

Write out 3–5 short activities you would like to do to “warm up” your brain to prepare for completing a bigger task. These activities should be 30–60 minutes long, and should engage your attention in a **fully focused** way that feels positive to you. Pick different types of **Brain Warm-Ups** for different tasks you want to do.

Brain Warm-Up Activities

(Aim for 3–5 on your list.)

Brain Warm-Up	Task this matches:
Brain Warm-Up	Task this matches:
Brain Warm-Up	Task this matches:
Brain Warm-Up	Task this matches:
Brain Warm-Up	Task this matches:

Now write out a brief list of **Time Sinkhole** activities you tend to spend a lot of time doing that typically drain your mental energy (e.g., Twitter, scrolling social media, etc.). Then, try to avoid doing these things the next time you need to get into a **fully focused** state.

Frequent **Time Sinkholes:**

.....

.....

.....

.....

.....

.....

Worksheet: Write it out!

Using **The Gear Shifter**, write out what **low**, **middle**, and **high** gears feel like to you. Then, think of different ways to transition between the gears, using different types of activities to avoid grinding the gears.

Low gear (Write out what this feels like in your brain and body):

.....
.....

What activities help me shift to **Middle gear**?

.....
.....

Middle gear (Write out what this feels like in your brain and body):

.....
.....

What activities help me shift into **High gear**?

.....
.....

High gear (Write out what this feels like in your brain and body):

.....
.....

What activities help me **downshift** from **High gear** to **Low gear**?

.....
.....

Worksheet: Write it out!

Write down 3-5 things that need to get done this week. Leave off extraneous items that you "should/wish you could/might want to do." Focus on simplifying your list down. After you do each item on your list, cross it off and let yourself feel proud!



Worksheet: Write it out!

After writing down your 3–5 essential tasks on your **Weekly Post-It**, put all the leftover miscellaneous tasks on the list below. Then, circle one small task on your **Odds & Ends List** to complete by the end of the week:

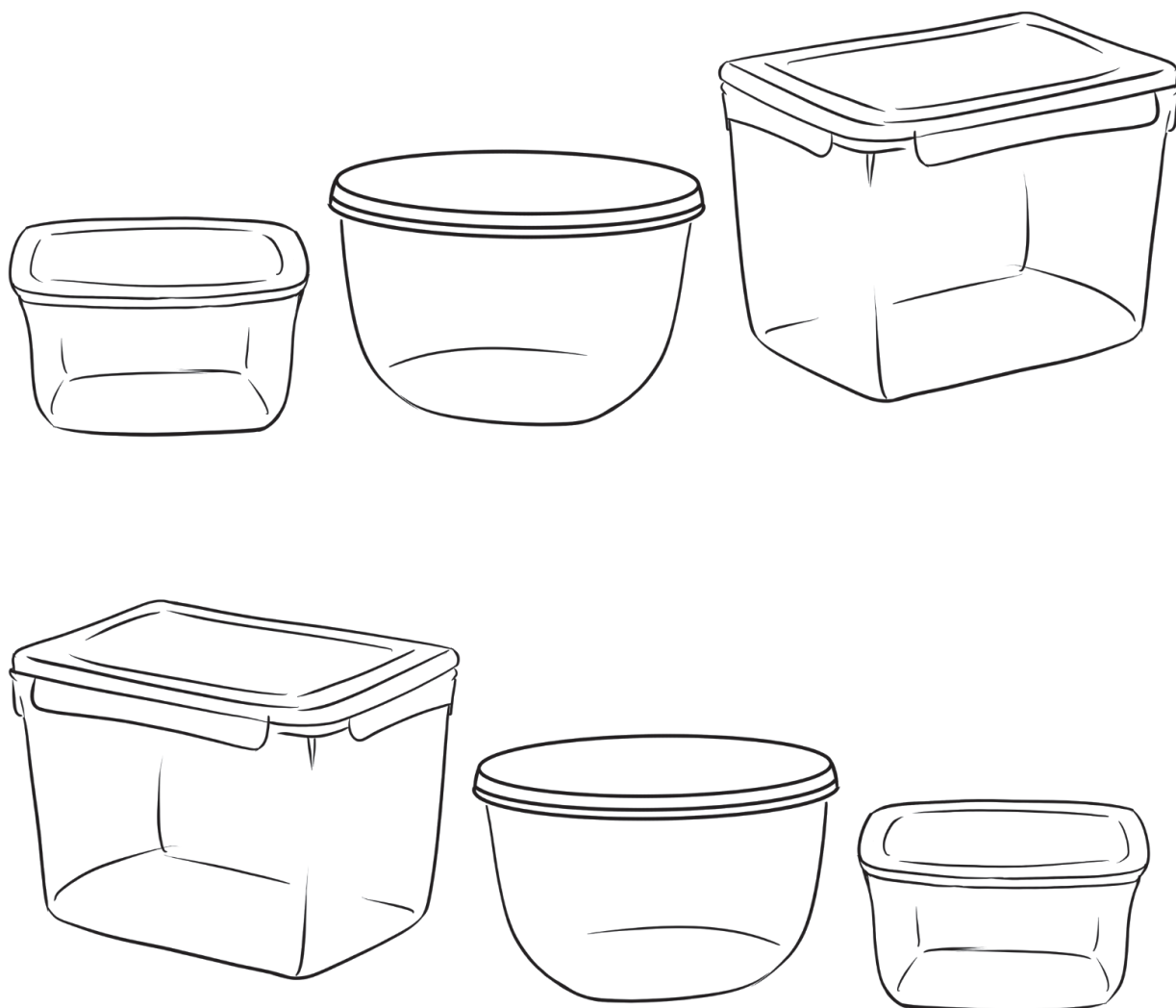
- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

When you've finished your small miscellaneous task, remember to cross it off and give yourself some self-praise!

Worksheet: Color it out!

Using the illustration below, label out your different **Time Containers** with different sets of tasks you would like to schedule each week (e.g., "Work tasks," "Creative projects," "Self-care," "Exercise," etc.). Then, color each one with a specific color you will associate with those tasks. For example, "Work tasks" = green, "Creative projects" = orange, "Self-care" = purple.

After you've labeled and colored your **Time Containers**, start plugging them into your weekly calendar as consistent color blocks of time.



Visit www.timemanagementtoolkit.com to view sample weekly **Time Container** schedules and templates.

Worksheet: Write it out!

Answer the following questions about colors. Then, think of certain tasks or habits where you can utilize **color coding** as a way to help your brain feel more motivated!

What color makes you "stop"?

.....
.....

What color do you associate with "relaxing" or "self-care"?

.....
.....

What color do you associate with "focus" or "energy"?

.....
.....

Now, think of some ways you can use these colors to develop new mental habits (e.g., "I can put my phone in a red dish so I don't lose it," or, "I can color-code my calendar self-care activities in green"):

1.
.....
.....
.....
.....
.....
.....
.....

2.....
.....
.....
.....
.....
.....
.....
.....

3.....
.....
.....
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.....
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.....

Worksheet: Write it out!

What are some objects you frequently misplace or lose? Where could **The Stuff Station** for these particular items reside now permanently in your home? Pick a few items you tend to lose and write out a **Stuff Station** for each one.

Item I tend to lose or forget about:

.....
.....

New **Stuff Station**:

.....
.....

Item I tend to lose or forget about:

.....
.....

New **Stuff Station**:

.....
.....

Item I tend to lose or forget about:

.....
.....

New **Stuff Station**:

.....
.....

Worksheet: Write it out!

Take some time to fill out the worksheet below and see if it helps you to remember to incorporate a **Stuff Round-Up** in your daily routine.

What are the most frequent objects I tend to leave scattered around my home? List them out below:

.....

.....

.....

.....

Write out a plan for doing a daily **Stuff Round-Up** for the objects you listed above (for example: Object: Cups, Stuff Round-Up Plan: Every night at 9 pm I will collect all the cups in every room and put them in the kitchen).

Object	Stuff Round-Up Plan

Worksheet: Write it out!

Using the ideas provided in this chapter, write out your **Morning** and **Night Bookend** steps. You can use the tools from the last few chapters as well as other self-care practices that work well for you.

For example:

Morning Bookend: The Negativity Neutralizer, Weekly Post-It, The Task Intensity Meter, stretching.

Night Bookend: Stuff Round-Up, phone time-out, Appreciation Journal, meditation.

After you've written down your steps, practice your **Day Bookends** for **two weeks consistently** and record the outcome below:

Morning Bookend:

1.
2.
3.
4.

Night Bookend:

1.
2.
3.
4.

Outcome:

.....
.....

Worksheet: Write it out!

Using the idea of a **conditioned response**, plan out what particular song you want to associate with doing a particular task. Try to create the brain association to "get ready" to do the task by playing the song each time you have to do the activity.

Example:

Describe the task and chosen song: "Whenever I clean the kitchen, I will put on Mozart."

Brain association: Mozart = Cleaning tasks.

Describe the task and the chosen song:

"Whenever I have to (task), I will listen to
..... (song)."

Brain association:

..... (song) = (task)

Describe the task and the chosen song:

"Whenever I have to (task), I will listen to
..... (song)."

Brain association:

..... (song) = (task)

Describe the task and the chosen song:

"Whenever I have to (task), I will listen to
..... (song)."

Brain association:

..... (song) = (task)

Worksheet: Write it out!

Practice taking down your **wall of resistance** using frequent motivational self-talk phrases.

Write out three phrases that work for you to repeat consistently throughout the day:

1. I am learning how to...

.....
.....
.....
.....

2. I am figuring out...

.....
.....
.....
.....

3. I am getting good at...

.....
.....
.....
.....

Now write out a few of your own:

1.....
.....
.....
.....

2.....
.....
.....
.....

3.....
.....
.....
.....

Worksheet: Write it out!

Before you take on a new goal, clearly write out your intention in one simple sentence using the template provided below. When you clearly state your intention, you're giving yourself a mental green light to move ahead.

Write out your intention below:

My intention in completing is to help people .
..... and to feel

Now try writing out intentions for a few goals you would like to set for yourself:

1.
.....
.....
.....

2.
.....
.....
.....

3.
.....
.....
.....

Worksheet: Write it out!

To use this tool, select a small goal you would like to work on.

Write your goal here:

.....

.....

.....

.....

.....

.....

Splice your goal down a little. Try cutting it down until it feels manageable to start doing:

.....

.....

.....

.....

.....

.....

.....

.....

Write out your new micro-goal and write out the day/time you will do it:

.....

.....

Worksheet: Write it out!

Pick a specific goal you want to work on and use **The Goal Splicer** and **The Goal Sponsor** tools to plan it out:

.....
.....

Goal I want to work on (be specific—splice it down to make it feel doable):

.....
.....

Start date for this goal:

.....
.....

My goal sponsor for this goal:

.....
.....

What are three *small* steps I can take to start moving toward this goal?

1.

2.

3.

What will I do to hold myself accountable for completing these three steps?

.....
.....

Worksheet: Write it out!

Using the **goal tracking journal**, write out three small steps you took today. If you accomplished a **goal marker**, highlight it at the bottom with a star! And then, remember to build in some motivational self-talk such as, "I feel so relieved that I've finished this goal" and "I'm proud of what I've just achieved" when you cross the goal's finish line!

Day of the week:

Goal I am working on:

* Step:

* Step:

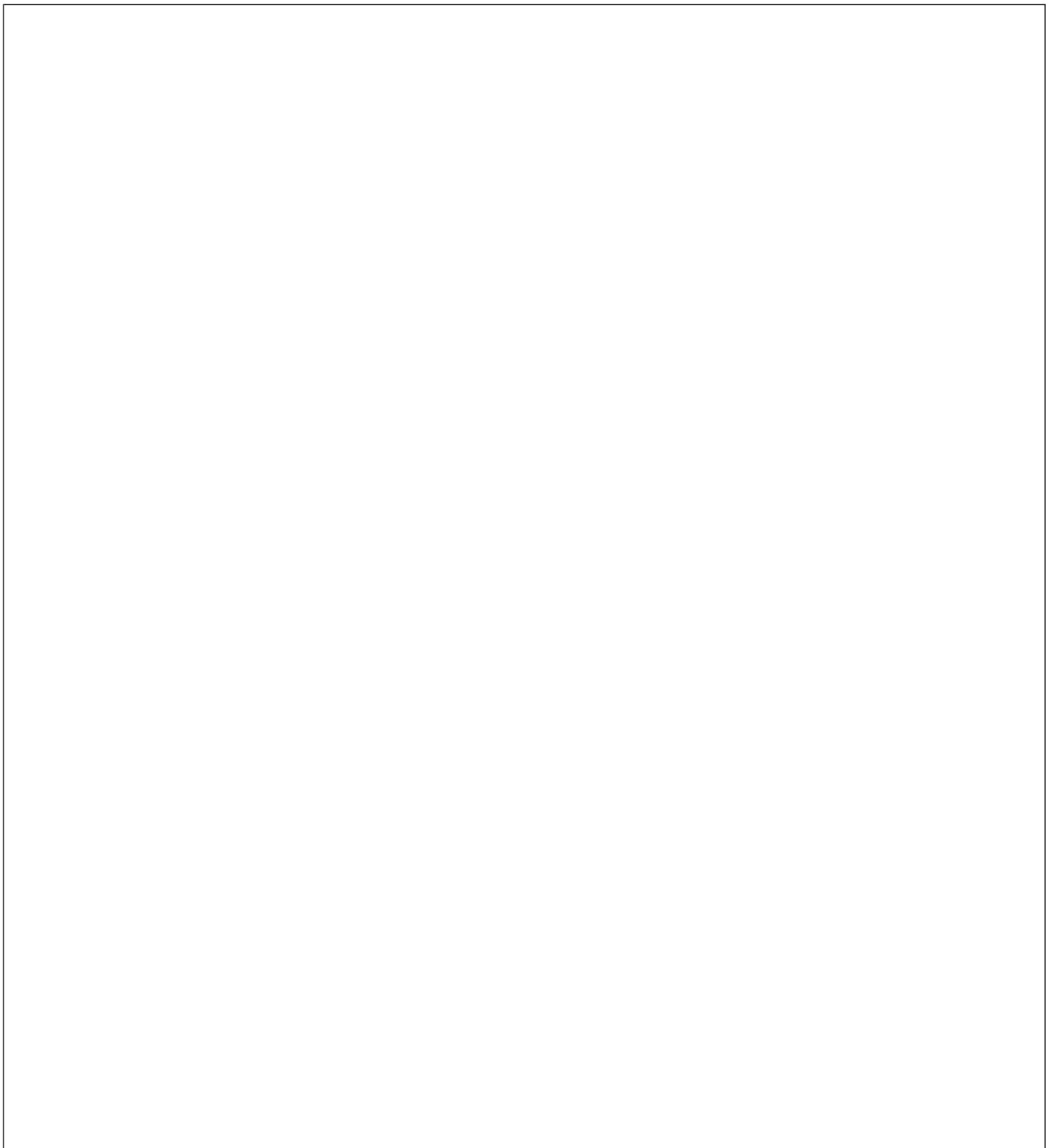
* Step:

GOAL MARKER

Worksheet: Draw it out!

Think about an upcoming goal or task that you want to complete. Now, imagine a **unique** and **specific** reward that you can give yourself that you will do after you complete the goal.

In the space below, draw out the reward as a specific image (for example: Watching the sunset at the beach). By drawing out your image, you're giving yourself a motivational picture to mentally hold onto to get to the end of your goal:

A large, empty rectangular box with a thin black border, intended for drawing a specific image of a reward.

Worksheet: Write it out!

In order to boost our decision-making confidence, let's start by keeping track of small everyday decisions we make that work out well for us (for example: You chose a nice restaurant that ended up being delicious; you found a good mechanic; you found a new place to visit that was fun).

Every week, try to add a few more daily decisions to this list. See if you can get to 10!

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

Worksheet: Write it out!

Throughout the week, try to catch yourself when you say something that's a negative exaggeration (e.g., "This is a nightmare!"). Then, edit the phrase down to **just the facts** (e.g., "This assignment is taking me longer than usual") and add a more positive phrase that might help you complete it (e.g., "I'm going to feel so relieved when it's done").

A common negative phrase I hear myself say:

.....
.....
.....
.....

Rewrite the phrase, stating "just the facts":

.....
.....
.....
.....

Now, rewrite the phrase into a more positive helpful statement:

.....
.....
.....
.....

Worksheet: Color it out!

Use your creativity to color **The Frustration Surfboard** below, and write out a few soothing **micro-thoughts** you can tell yourself the next time you feel frustrated:



.....

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