

# Contemplation

## EXECUTIVE FUNCTIONING AND TIME MANAGEMENT

This worksheet has 3- Parts. You will want to give yourself ample time to work through it to the end. I suggest a couple of hours and then re-visiting it after a day or two to review what you have and make any final changes. The instructions for each section are provided above that section.

---

Section 1 Instructions: This is a tough download. Read the questions then write down everything that comes to your mind including what you do, what you don't do, what you would like to do, and how it makes you feel. Induce both your professional life and your personal life perspectives.

### **Topic: Organization/Planning**

Q1: Do I have a system for keeping track of things and if so, is it working for me? (Note consider how you use both technology and analog-based methods) What do I do? What don't I do? What would I like to do?

Q2: How do I communicate with others? (Again, consider technology and analog based communication) What do I do? What don't I do? What would I like to do?

Q3: If I do, how do I prevent things from falling in the cracks? What do I do? What don't I do? What would I like to do?

## **Topic: Time Management**

Q1: How do I plan out my time for responsibilities and personal plans? What do I do? What don't I do? What would I like to do?

Q2: How do I make sure I have enough time for each item in my day/week/month/year? What do I do? What don't I do? What would I like to do?

## **Topic: Stress Management**

Q1: How do I evaluate if I can take on something new? What do I do? What don't I do? What would I like to do?

Q2: What do I do to prevent time-related stress? What do I do? What don't I do? What would I like to do?

## Topic: Stress Management Cont...

Q3: If I am experiencing time-related stress, how do I treat myself? What do I do? What don't I do? What would I like to do?

Q4: How do I set boundaries with others as it related to time and responsibility? What do I do? What don't I do? What would I like to do?

**Section 2 Instructions:** Make a Plan & Creating new Habits 1) Re-read what you wrote in section 1 and as you do rank the questions in order of what is the most important to you to change right now. 2) Start with the first most important area and work through this worksheet. Rinse and repeat with all areas and topics until you have 1-3 action items for each- you will need to print a few more of these sheets.

Q1: I am most focused on...

Q2: It is important to me because...

Q3: The beliefs I hold about this that might get in my way are...

Q4: When this is in place and I am doing it well, I will see these results and I will feel...

Q5: What is the very first step I can take to work toward this (this Kaizen, small and smart steps)...

When will I take this first step and how will I add it to my organization process so I remember?...

Q6: What are the next two steps after that I can take (they might change after you take the first step)...

Q7: How can I hold myself accountable to these steps? Who else can I call on to support me?

Q8: What tools, either that I already know of, or from the resource list below am I doing to use?

### Section 3: Eat Your Peas and Use Your Resources

Instructions: Explore these and use them to supplement your Section 2 Plans.

---

#### **Topic: Organization**

- Take Back Your Life: A great book for organizing with your Microsoft Outlook account. It emphasizes the 4 Ds, which are: Do, Defer (Delay), Delegate, and Delete (Drop). Placing a task or project into one of these categories helps you manage your limited time more effectively and stay focused on what matters most to you. I use this to create tasks for myself. I add these tasks to days of my calendar so I can get them out of my head and rest assured they will pop back up and not slip through the cracks.
  - Reach for Your Goals: The book 'Atomic Habits' changed my life. I highly recommend it if you want to create a new habit, set and goal and reach it, or stop a habit.
  - Organization Systems: Bullet journaling helps 1,000's of people. Look it up! Any system that works for you. A paper journal, notes on your phone, an app for organization, calendar organization (what I use through Outlook).
  - Don't Keep it All in Your Brain: When you need to remember something, email it to yourself!
- 

#### **Topic: Time Management**

- Use Your Phone to Your Advantage: Use your phone settings and limitations in your favor. Set time for bed notifications; set limits for the apps that suck your time and distract you; use do-no-disturb when you need to focus with no interruptions. Use your phone's timer to limit how much time you spend on something-anything! When it goes off, it's time to be done. Set a time when you are speaking with someone and let them know you need to go when you hear it go off.
- Evaluate in Advance: Evaluate the time something will take- in advance- by working backward beginning with when something needs to be done. For example. I need to be at a friend's at 5. Before 5 I need to stop at the store. It takes me 10 minutes to get to the store, 20 minutes in the store, and 15 more to drive to my friends. That is 45 minutes. If I need to arrive at 5, I will leave for the store at 4:15 which will give me 45 minutes to drive and go to the store.

Here is a list of apps and tools for time management- <https://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.html>

### Section 3 Cont.: Eat Your Peas and Use Your Resources

Instructions: Explore these and use them to supplement your Section 2 Plans.

---

## **Topic: Stress Management**

- Meditation: I know, I know but really, it needed mentioning. Find 5 minutes, or even just 1. I love Insight Timer. It is an app and it's FREE with 1,000's meditations. You can explore by topic and I am a teacher so go find me- Cera Reine.
- Positive Affirmations: Create your own. These focus on what you DO want to see in your life, not what you DON'T want to have happened. For example: "I am calm and collected under pressure." "I have plenty of time to get everything I need to done." "I set boundaries with others so I don't take on their stress."
- Prep Work: What can you plan ahead of time? Meals/health/driving/child care/conflicts/mental health. My husband and I have a weekly weekend planning meeting for the week ahead so we can make sure we have no conflicts and we know what the meals for the week are and who is cooking them. We then get the groceries before Monday.
- Overwhelm Prevention: work in a private space so you can minimize distractions and multi-tasking. I rent an office in a co-working space so I don't have to be at home and see all my responsibilities all day long!
- Self-Care: Simple pleasures are things that cost nothing that brings you joy and peace. These are the things you have done and will do for the rest of your life. Things like, drinking coffee, taking a bath, walking in nature, laying in the sun, petting an animal, or drawing a picture. What are yours and how can you bring them into your daily life, even just for 5-10 minutes?