

Time Management



Lord, I have
too much to do,
but it's all important.
Help me to set priorities
so that I don't feel lost
in the pace and the pressure.
Give me the wisdom
and energy
to accomplish
what's necessary
without wasting time
or effort.
And help me make
the best use of my day,
remembering that time
is a precious gift
from You.



A Few Items to Note:

1. This workbook is designed to be completed while listening to the correlated audio training.
2. Be sure to **DOWNLOAD** your workbook to your computer before filling out each PDF. Not downloading and saving to your computer, prior to completing the workbook will result in loss of all of your work.
3. This Time Management module is designed to help you become the best entrepreneur possible. We are beginning with this topic because it is vital to all other aspects of your business. Take your time with this training and be patient as you begin to make BIG changes in your life.

A Typical Day

Time is so precious. We are only given a small amount of time in this life. Are you satisfied with how you're spending your time? Are you truly glorifying God with each day? Hours turn into days, days into years, and years into a lifetime. What will you look back and see at the end of your life? A stressed out mommy who was constantly snapping at her children and husband? An overwhelmed business woman who could never quite figure out how to spend her time? A wife who always put work before her husband?

If you're feeling a little afraid that you may actually look back on your life and see one of these women, don't worry, there is hope. I am going to walk you through an intensive study on time management that will enable you to be intentional with your time and truly be the best version of yourself that you can be to those around you, every single day. Let's dive in.

Start by watching this video about our lives in jellybeans. It may sound silly, but I promise you will gain a new perspective on how intentional we need to be within our short lives.

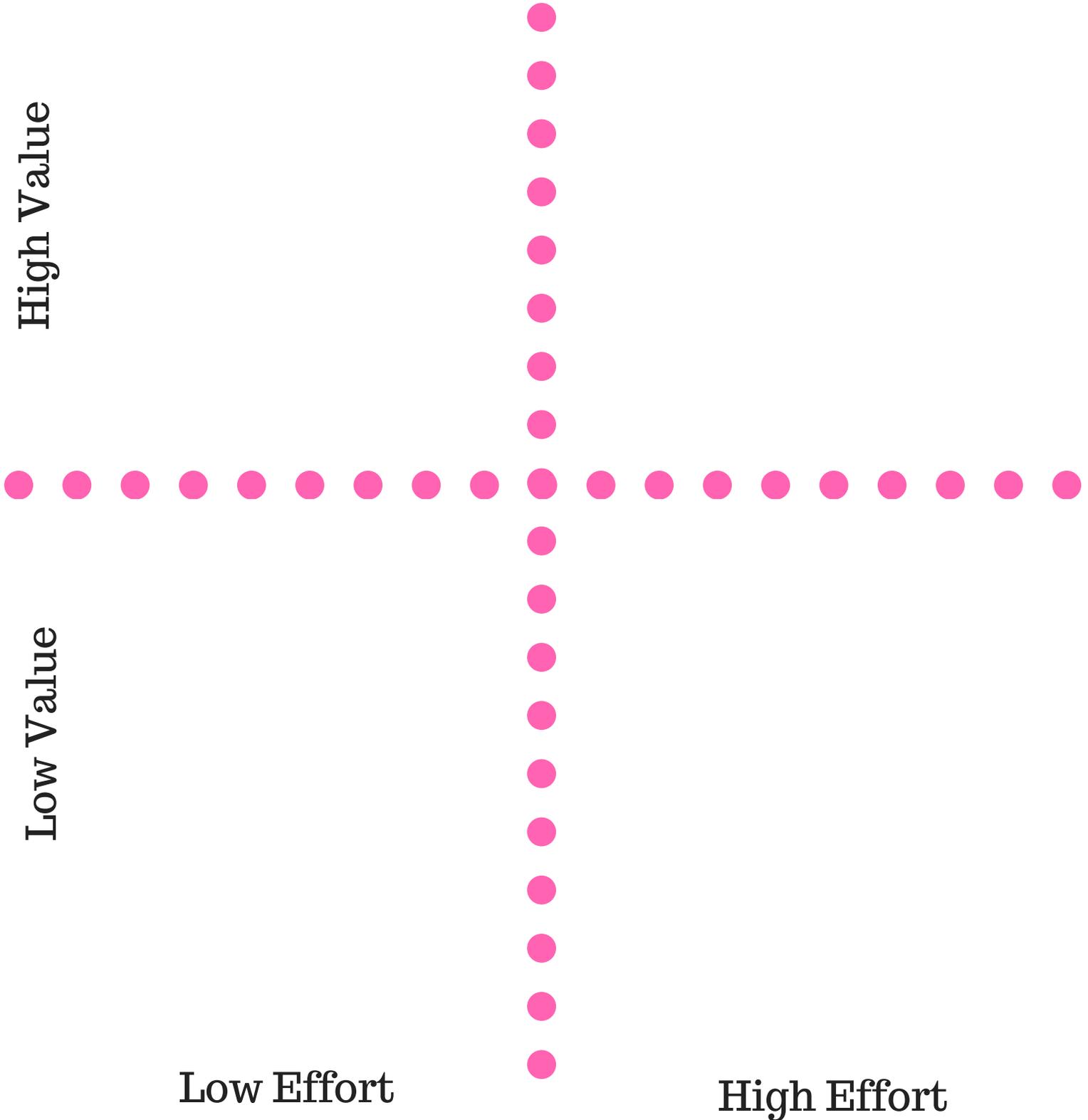


Your Daily Inventory

List your daily activities, everything from showering to picking the kids up from school:

Prioritize Your Daily Activities

Now that you've listed your daily activities, I want you to prioritize them. Let's determine the ratio of your time and effort for each activity:





Your Feelings Towards Your Day

Now we're going to have a little more fun. Organize your tasks in the category of "Love, Neutral, or Dislike."

Love

Neutral

Dislike

Personal

Business

10 Time Management Habits

You may be wondering why you're completing these seemingly "busy work tasks," but I promise you, there is no busy work in this course. These tasks have set you up to now learn 10 habits you can begin to implement to build and establish routine that will set you up for success in your life, business, and sanity.

Before we begin, I want to mention one of the most important themes we'll cover in this module: Fatigue/Burnout. You probably don't realize how many decisions you make each and everyday. Decision making eats up so much of your time and energy, which may result in fatigue, not only in your business, but in all areas of your life. Read this article about decision making and let's begin:



1. Cut It Out

Which reoccurring decisions can you simplify or eliminate from your life?

Which tangible items do you need to remove from your life?

What are you hanging onto right now that you won't let go of?

Why won't you let them go?

Come on now, what else can you let go of? {Less is truly more!}

Which time commitments are you currently involved in that you can cut out of your schedule?

How would your life change if you eliminated these commitments?

How would it feel to let go of these things and commitments?

Make a list of commitments and tangible objects you'll eliminate:



#2 Delegate and Outsource

Before you freak out and say, "There's no way I can outsource at this point!" Let's talk money and determine how much your time is worth.



How much do you want to make this year?



How many hours do you want to work each week?

Divide X by 12 (There are 12 months in a year)=

Divide that by 4 (4 weeks in a month)=

Divide that by T (the hours you'll work each week)=

← (Your worth per hour)

For example: If my goal is to make \$120,000 in my business. My average work week is about 15 hours.

X = \$120,000

T = 15

\$120,000 divided by 12 is \$10,000 per month

\$10,000 divided by 4 is \$2,500 per week

\$2,500 divided by 15 is \$167 per hour

What is your time actually worth?

What jobs are you doing that you are overpaying yourself for? {Keep in mind, hiring a virtual assistant would cost about \$15/hour}

Which tasks are you doing at home that you could outsource {or even delegate to your kiddos}?

How can you begin outsourcing today?



3. Prioritize

Today we are going to pretend like there are 4 different categories for every single task you'll ever complete. It's important to understand the difference between these tasks in order to properly plan your time. Here are the four categories of tasks:

1. Important, but not urgent tasks
2. Important and urgent tasks
3. Unimportant but not urgent tasks
4. Unimportant and urgent tasks

Now, let's unpack this a little bit...

Notes from audio training:

She rises while it is yet night and provides food for her household and portions for her maidens. Proverbs 31:15

4. Scheduling

In two sentences describe how you want to spend your precious time.

Here's my personal schedule:

Time	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
6:30 - 9	Sleep in!	6:30 - 8:30 Read Bible, Eat Breakfast, Housework, Play with Addie	6:30 - 8:30 Read Bible, Eat Breakfast, Housework, Play with Addie	6:30 - 8:30 Read Bible, Eat Breakfast, Housework, Play with Addie	6:30 - 8:30 Read Bible, Eat Breakfast, Housework, Play with Addie	6:30 - 8:30 Read Bible, Eat Breakfast, Housework, Play with Addie
7am						
8am						
9am	9 - 12:30p Church	8:30 - 9:30 Workout & shower, Addie play	8:30 - 9:30 Church Work	8:30 - 9:30 Workout & shower, Addie play	8:30 - 11:30 Weekly Play date	8:30 - 9:30 Workout & shower, Addie play
10am		9:30 - 5p Addie at Grandma's, Mommy in coffee shop office	9:30 - 11 Addie Book Time, Mommy Business Hours	9:30 - 11:30 Addie Book Time, Mommy Business Hours		9:30 - 11 Addie Book Time, Mommy Business Hours
11am			11 - Lunch time			11 - Lunch time
12pm			11:30 - 1p Housework/Mommy Tasks	11:30 - 1p Church Leadership Meeting with Pastor Ken	11:30 - 1p Housework/Mommy Tasks	11:30 - 1p Housework/Mommy Tasks
1pm	12:30p - 2p Lunch			1p - Lunch time		
2pm	2p - 5p Addie nap/Daddy & Mommy relax time		1:30p - 3:30p Addie Nap/ mommy business			
3pm						
4pm						
5pm	5p - 7:30p Lead MOPS group	5p - 6:30p Daddy home/Dinner time	5p - 6:30p Daddy Home/Dinner Time	5p - 8:30p Small Groups	5p - 6:30p Daddy home/Dinner time	5p - 9:30p Family Fun Time/Mommy & Daddy Date
6pm		6:30p - Addie Bedtime	6:30p - Addie Bedtime		6:30p - Addie Bedtime	
7pm						
8pm	7:30p - 9:30p Relax with Ben					
9pm		8:30p - 9:30p Daddy/Mommy Time				

What do you notice about my schedule?

How can you make your schedule more accommodating to YOU?

5. Be present

Do you feel you're present with your family when you're physically with them?

Name one instance in which you knew you were not present with your family or friends. What happened?

Name an instance in which you were completely present. What did that feel like for you? For others?

How can you be more present?

Notes from audio training:

b. Fight Procrastination

Notes from audio training:

“Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil.” Ephesians 5:15-16

7. Develop Patterns & Habits

Which habits will you commit to establish in your life?

Notes from audio training:

8. Completing Tasks

Notes from audio training:

9. Overcoming resistance

Notes from audio training:

10. *Have integrity*

Notes from audio training:

Stop and reflect

Congratulations! You have completed the Time Management Module. Take some time to write down your main takeaways from this training and brain dump all that you've learned:

*"Someone is sitting in the shade today because someone
planted a tree a long time ago."
Warren Buffett*