



Time Management

from a MetaSpiritual Perspective

Understanding Why You Feel You Don't Have Enough Time!



What are your top 5 Time Robbers?



How Can You Jail Them Forever?



TIME ROBBERS

Procrastination

Interruptions

Inability to say "NO!"

Multitasking

Lack of focus

Do it
NOW!!

WHAT ARE
YOUR TOP
FIVE TIME
ROBBERS?



Know Your Internal & External Prime Times



Internal Prime Time

*Most
Creative*



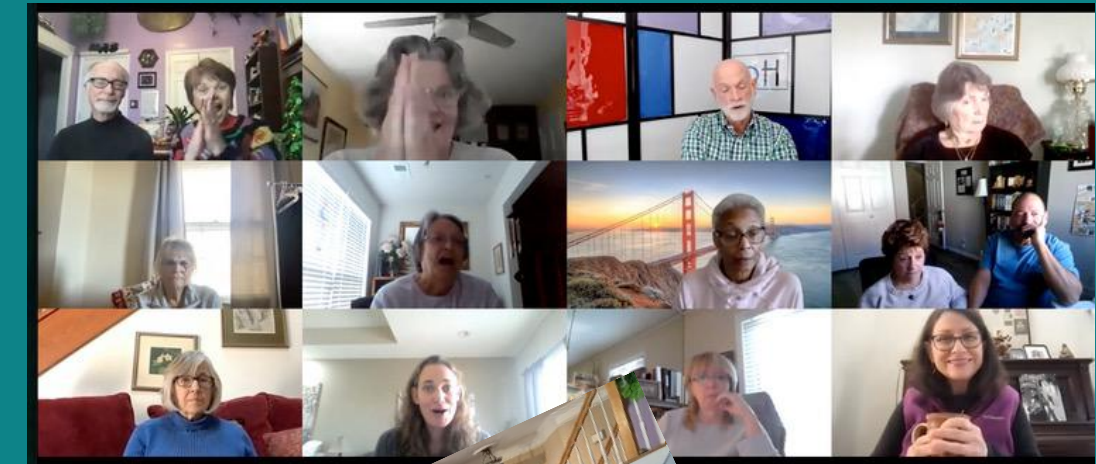
Alert!

Refreshed!

PRODUCTIVE!



External Prime Time



GATHERINGS



*Others are
available
to you*

How Can I Prioritize My Time?

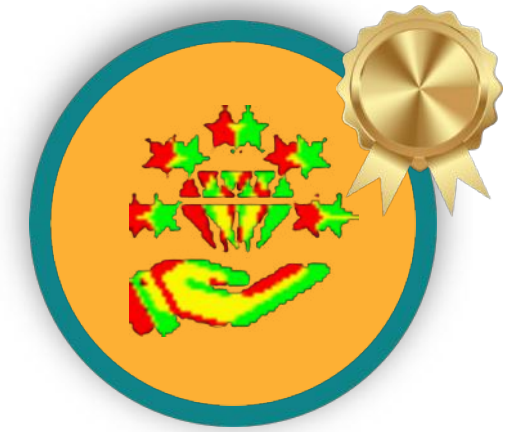
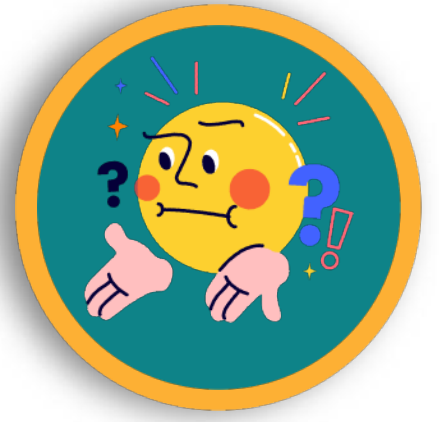
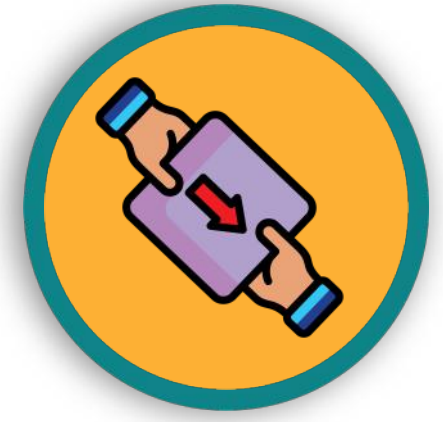
URGENCY

High

Low

LOW

High



High Urgency/Low Importance

ASK:

- Why is this urgent?
- To Whom?
- Who could I delegate this to?

High Urgency/High Importance

ASK:

- What happened to turn this into a crisis?
- What can I learn to be better prepared next time?

Low Urgency/Low Importance

ASK:

- Why am I even thinking about this?
- What is the payoff of doing it, versus the payoff of using the time elsewhere?
- Is this a procrastination technique?

Low Urgency/High Importance

ASK:

- How can I have more of my time spent here?
- What are my payoffs, in terms of lower stress, more joy, inner peace, etc.?
- How can I stay in this state of Mindfulness?

IMPORTANCE

It is so easy to say “YES!” to requests others make of us -- or to choose to do too many things -- or to make something harder than it needs to be! All of these things sabotage our desire to make better use of our time ... and to have time for our regular Spiritual Practices!

All YES responses?
Move forward knowing
this is YOURS to do!

How Do I Know If 'THIS' is Mine To Do?

ASK YOURSELF

Am I ABLE to do this?

Do I WANT to do it?

Can I do it with JOY?

Does this SUPPORT rather than SABOTAGE my priorities?

Any “NO” response is a warning signal -- and invites some reflection time to make a decision before moving forward!

Another Powerful Question to Ask . . .

*How can
I make
this
simpler?*



K	KEEP
i	IT
S	SUPER
S	SIMPLE

Top Spiritual Practices to Manage Time from a MetaSpiritual Perspective

Meditation

Remember, Meditation is a category packed with a variety of styles and practices. Try out different approaches and see what works best for various situations. The key: DAILY!

Calm & Connect Breathing

Inhale through your nose to a slow count of 4; hold for a slow count of 7; exhale slowly through your mouth to a slow count of 8.

10-minute Jump Start

When you realize you are avoiding doing something you know is important for your spiritual well-being, set a time for 10 minutes, commit to doing it till the alarm goes off, and then allow yourself to stop, guilt-free.



KNOW when and how to say NO

Develop strategies to allow yourself time to say no to requests (i.e., I'll need to check my schedule; let me give this request some meditation time; etc.) and ways to say it.

Use the Worry/Regrets Jar

Put worries and regrets on slips of paper; toss them in your Worry/Regrets Jar & commit to letting them go until you open the jar. Set a time each week to empty the jar. Toss out those that no longer apply and celebrate! For those still active, spend 5 minutes worrying or regretting, then toss them back in the jar till next week!

Remember the All-Encompassing Quote:

I bring the POISE of my Divine Nature to the noise of life's circumstances!