

**BE ON**

**PURPOSE**  **SE**™

**Achieving Success Through Intentional Time Management**

*Jones Loflin and Todd Musig*



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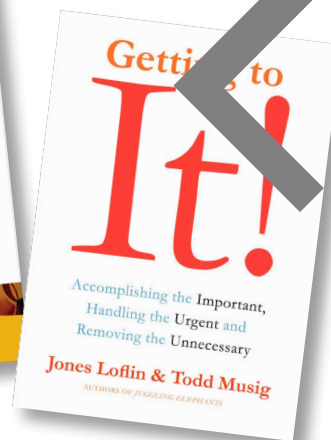
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## EXPECT RESULTS

What do you hope to get from this course?

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### 3 Tips for Success

- Use this workbook
- Expect results
- Find an accountability partner

When will you work on this course? Be as specific as possible.

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## Unrealistic Expectations

Types of Overload

- Activity Overload
- Change Overload
- Choice Overload
- Commitment Overload
- Debt Overload
- Decision Overload
- Expectation Overload
- Fatigue Overload
- Hurry Overload
- Information Overload
- Media Overload
- Noise Overload
- People Overload
- Pollution Overload
- Possession Overload
- Problem Overload
- Technology Overload
- Traffic Overload
- Waste Overload

Source: From *Margin*

As you look at this list, what ideas do you have about how you could reduce your overload?

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# WEEKLY CALENDAR PAGE

Week of:

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8	:00							
	:30							
9	:00							
am	:30							
10	:00							
am	:30							
11	:00							
am	:30							
12	:00							
pm	:30							
1	:00							
pm	:30							
2	:00							
pm	:30							
3	:00							
pm	:30							
4	:00							
pm	:30							
5	:00							
pm	:30							
6	:00							
pm	:30							
7	:00							
pm	:30							



### Sense of Overwhelm

*What are the thoughts or perspectives that are contributing to feeling overwhelmed? (i.e. negative self-talk, perfectionism, fear of failure, lack of organization, etc.)*

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*What are the actual work or life expectations that are making you feel overwhelmed? (i.e. too many priorities, lack of clarity, lack of direction, inability to say no, etc.)*

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*Whose words, actions, or expectations are contributing to your sense of overwhelm?*

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List 2-3 actions you could take to reduce your sense of overwhelm.

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### Take More Intermissions

*What are the indicators to you that you need to take a break?*

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**The 3hs of an intermission include:**

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R \_\_\_\_\_

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R \_\_\_\_\_

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## WHAT DID YOU LEARN?

Goal or task: \_\_\_\_\_

What went well in the process to achieve your goal or task?

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What did not go well as you worked to achieve your goal or task?

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What might you change to improve how you handle a similar situation in the future?

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What did you learn that you should continue to do in the future?

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**STEP 1.**

# GET SPECIFIC ABOUT YOUR ELEPHANTS

What 4 things going on in your work or life right now feel "heavy" to you?

SAMPLE

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What makes these things feel heavy? (Lack of time, unsure of solutions, affect on relationships, etc.)

LEFE

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*"If it's mentionable, it's measurable."*

—From the movie, *A Beautiful Day In The Neighborhood*



**STEP 3.**

**TALK WITH SOMEONE**

Here's a description of my "elephant" (in 1-2 sentences):

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Some ways I have contributed to creating this situation include:

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Here are some actions I have taken to handle the situation that were not successful:

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*continued on next page*