

It's About Time:

Manage Your Energy / Manage Your Life

A Workshop in Six Sessions

Focus Areas	<ol style="list-style-type: none">1. Self-Awareness2. Creating Your Future3. Stress Management4. Time Management5. Organization and Eliminating Clutter6. Commitment and Staying the Course
<p>OUTCOMES: <i>"This workshop will enable me to . . ."</i></p> <p>Session #1: <u>The Journey – Your Personal Profile</u></p> <ul style="list-style-type: none">• . . . take time to focus on who I really am and why I am here – both in this workshop and on the planet.• . . . express to myself and to others why I took this workshop and what I hope to gain from the 6 weeks.• . . . feel an improved sense of focus and direction in my life.• . . . commit to one manageable goal that I can report on next week. <p>Session #2: <u>Charting Your Course and Dealing with Change</u></p> <ul style="list-style-type: none">• . . . revisit and refine my personal Values and Purpose.• . . . understand why human beings resist change.• . . . clarify the changes I would like to see in my life.• . . . become familiar with several tools that change experts have developed to help people deal with change. <p>Session #3: <u>Managing Stress and Nourishing Your Soul</u></p> <ul style="list-style-type: none">• . . . RELAX, REVIEW, REFLECT, REFOCUS.• . . . learn to acknowledge and accept emotions.• . . . understand the stress inherent in all change and develop tools that will help keep life steady and balanced. <p>Session #4: <u>Moving Forward in "Real" Time</u></p> <ul style="list-style-type: none">• . . . understand the difference between "chronos" and "kairos," two different ways of looking at time.• . . . focus on <i>one</i> "S.M.A.R.T." goal that will move me one step closer to the Vision statement I wrote in Session 2.• . . . grasp David Allen's concepts of "Collection Buckets" and "Mind Like Water."¹• . . . add to Deliberate Creation Toolbox <p>Session #5: <u>Creating Capacity in Time and Space (or) "Clearing Clutter for Clarity"</u></p> <ul style="list-style-type: none">• . . . take time to organize handouts from Sessions 1-4 and get them ready to use.• . . . become familiar with several different programs for decluttering and organizing.• . . . commit to setting aside TIME regularly to reflect on progress toward my Vision.• . . . commit to setting aside TIME to clear clutter in <i>one</i> spot at home that has been bothering me before the next session. <p>Session #6: <u>Commitment and Signs Along the Way</u></p> <ul style="list-style-type: none">• . . . read and discuss W.H. Murry on Commitment and the concept of synchronicity.• . . . fill out "Super-Quick Feedback" form.• . . . write a "Letter to Self" . . . seal . . . to be mailed to arrive in 3-6 months.	

¹ Allen, David. *Getting Things Done: The Art of Stress-free Productivity*. 2001. New York. Penguin Putnam.