

# Workbook Session 1 Master your time





Welcome to the first session of the **Essential Package**! With this video package, you will gain comprehensive information, knowledge, and an empowering toolkit that you can leverage to turn around your current life situation, achieve your goals within a shorter period, and live the life you desire and are passionate about.

# Objectives and goals for this session:

- Exploring tools to maximise the benefits of the sessions.
- Gaining clarity on why awareness is key in managing your time.
- Understanding the connection between time and energy.
- Applying techniques to increase awareness, regain control, and ultimately master your time.

### Let's start...

To make the most of these sessions, I will share a set of tools that you can benefit from immediately. These simple yet effective techniques will enhance your concentration, help you deeply embed information, and make it easier to remember things. This will greatly support your progression, enabling you to further shorten the time it takes to achieve your goals.

- > Take the phone and other gadgets out of the room or turn them off. If you use them for the session, switch to do-not-disturb mode.
  - Why? To eliminate external distractions and focus fully on the session.
- > Have liquid at hand to stay hydrated.
  - Why? To optimise cognitive functions like attention, concentration and short-term memory, thereby enhancing task performance.
- ➤ Have pen and paper to write things down by hand instead of typing.
  - Why? Writing by hand engages your brain in a way that deeply embeds information into your memory, making it easier to remember.
- > Choose a quiet place without distractions.
  - Why? Background noise can affect concentration.
- > Stay curious and open to new ideas, perspectives, and viewpoints. Imagine pushing the reset button and listen, watch, and read all information, tools, and techniques as if it's the first time you have encountered them without preconceptions, only curiosity and excitement that something great is coming.
  - Why? This approach will help you stay focused, make it easier to memorise and understand the information, and open up a world of new opportunities and approaches for you.
- > Take a short break if you catch yourself assuming, concluding, or judging. Take a few deep breaths and ask yourself, "What if all goes well this time and everything works out just fine?"

Why? To shift away from negative disempowering thoughts. If you feel any hesitation about starting your journey and shifting towards your desires, ask yourself, "Why do I think there is any risk? Why not do it?" You will realise that perceived risks are often just excuses and illusions you have created. If you think there is much to sacrifice, know that what you will give up are stress, sadness, worry, fear, depression, hopelessness, and disempowering, negative and limiting thoughts, beliefs, emotions and behaviours.



- > When you notice that you start creating narratives and negative concepts around your thoughts that lead to overthinking, overanalysing or overcomplicating, remind yourself that this is your time to gain a fresh perspective and shift towards your goals and desired life.
  - Why? Focus on moving forward, not on dwelling on limiting and disempowering thoughts, emotions, beliefs and experiences of the past.
- > Calm and clear your mind before the session or whenever you feel the need to do so. Listen to the <u>relaxation technique</u> I recorded for you or enjoy a few minutes of binaural beats at 15 Hertz.

Why? To detach from the rush and stress of your day and refocus.

Discover more amazing techniques in the blog posts about <u>mastering the skill of focus</u> and <u>enhancing your memorisation</u>.

Now that you are fully focused, let's continue with time management...

Starting with time management is essential because time is your most valuable asset which you shouldn't give away easily and then wonder why things are not changing in your life. As you progress through the sessions, you will realise and understand that finding the time to practice, read through your handwritten notes, and do the next session is the most challenging part. This is why it is essential to start with this area. The most important thing is that you are here, and you are going to master this area and take the next steps toward your goals and desires.

Getting time management right on the level of day-to-day life is the foundation for getting it right at every other level, including the level of life itself.

It starts with becoming aware - People spend a significant portion (over 95%) of their day running on unconscious programs, autopilot behaviours based on past experiences, repeated thoughts, habits, beliefs and behaviours. This means that most of your thoughts, decisions, actions and behaviour are driven by brain activity that goes beyond your conscious awareness. These are the things you do automatically, often without thinking about how you do them or what you will do next. Sometimes you don't even notice you are doing them; you simply do them.

It is always easier to spot other people's unconscious habits. For example, when you meet someone you know well, you already know exactly what they are going to say, do and how they will behave. This is when you become aware of their unconscious programming.

# How do things become unconscious?

Think back to a time when you learned a new skill or started using a new device for example. At the beginning you may have said, "It's really complicated, difficult and I will never learn how to do it". In spite of that, you pushed yourself and kept practicing. When you failed because the "old ways and habits" kept coming to your mind, you caught yourself, learned from it, and got better. As time went by, you became so good at the new skill or using the new device that you just stopped thinking or worrying about what step was coming next; you just did it. This is when it became unconscious, second nature, automatic.



If you think it through with me: you wake up at the same time every day  $\rightarrow$  you have the same thoughts upon waking  $\rightarrow$  you follow the same morning routine  $\rightarrow$  you go to work via the same route  $\rightarrow$  you work a set number of hours  $\rightarrow$  you have the same lunch at the same place(s)  $\rightarrow$  you follow the same routine after work (travel home, shop, clean, cook, catch up with loved ones, etc)  $\rightarrow$  you watch the same TV programs, play the same online games, or scroll through social media  $\rightarrow$  you go to bed at the same time at (late) night  $\rightarrow$  you sleep and start it all over again, experiencing (nearly) the same unconscious programs the next day, reaffirming your life situation and who you are.

As a result of repeating these unconscious programs, you literally set that as the standard quality for your life. If this continues with no shift, it is likely to become your predictable future which doesn't include your goals or the desired life you envision. This is why I am here to support you and walk with you to shift directions that take you toward your goals, vision, and desired life!

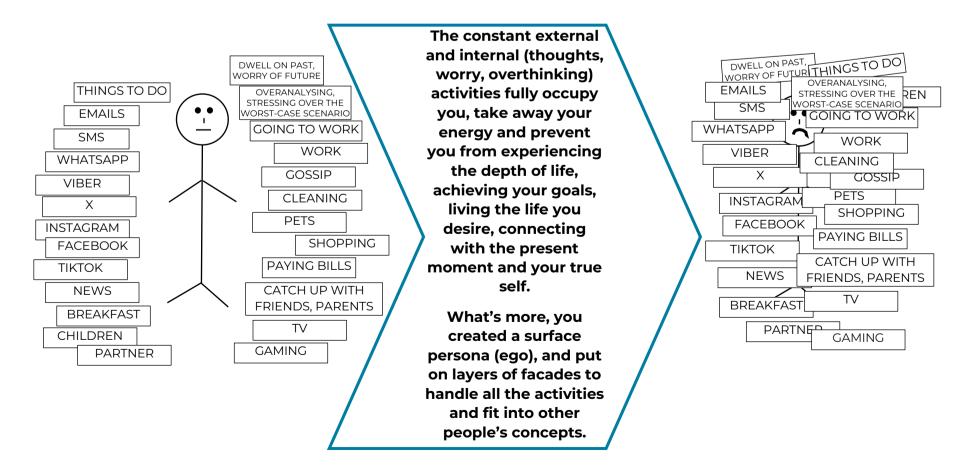
Be patient with yourself and remember this is a step-by-step progress where each step takes you closer to your desired life.

# How to break the unconscious program?

To break these habits, you need the right information, knowledge, and clarity, which you are gaining right now. The more meaning you assign to something, the better you become at it. By gaining a deeper understanding and clarity, you will be able to become aware, break the connection to disempowering, limiting unconscious habits and eliminate activities and tasks that keep you from progressing and making the shift toward your desires.

There are thousands of things trying to get your attention throughout the day, most of which you aren't even aware of. In this session you will gain clarity by understanding where your focus and attention go, that's where your energy flows.

You may find the below example familiar from the video session:





# **Tools and techniques**

Since we are all different, there is no one-size-fits-all solution. This is the reason you will find multiple tools, techniques, and strategies in each session. **Approach this with enthusiasm as an experiment: explore different tools, techniques, strategies and ideas. Then experience and observe how it goes, keep practicing and make your own version of the ones that suit you best.** 

- If you naturally use your right hand to perform daily tasks such as brushing your teeth, combing your hair, eating, or writing, then challenge yourself from time to time by using your left hand. Or vice versa if your natural preference is your left hand.
  It's a great way to raise your awareness while keeping your mind engaged and having fun at the same time. You are also activating different neural pathways and engaging different parts of your brain. This will sharpen your mind, make it easier for you to adapt to various situations, and improve your overall brain health.
- > The aim of the next technique is to identify the tasks and activities that are moving you toward your goals and eliminate those that don't serve you or hold you back from progressing.

The "hybrid planner" is a versatile tool that combines the functionality and benefits of a journal, calendar, and notebook into a single and organised system. If you have your own version or something similar, that's fantastic! That's what you need now! In that case you may just want to extend that. This is your opportunity to create your own version.

Don't waste your time searching for and spending money on fancy software that claims to "do all things on your behalf" (or, more likely, doesn't!). I am sure you realise that those are only offering illusions.

I started mine in a simple exercise book. Up to this day I still create and have my own version.

Let's start yours today! You will find an example for the structure on the last two pages.

### How to manage your hybrid planner?

Step 1 - The day before, make a list of all the tasks and activities that must be completed.

Why? Because "must" is uncompromising. You always do what is a must. This will give you a structure for the day.

Step 2 - <u>During the day</u>, write down everything you do, any ideas you have, or anything you want to remember. Be honest and write everything down, even if it seems "small or takes only a few minutes."

Why? Everything affects everything else, whether on a small or large scale. There's nothing that stands alone.

Before doing this exercise I never actually realised how much time I spent on things with low or no value at all. I also discovered activities that were merely distractions and turned my focus away from my goals. For example, apart from work, I spent 1.5 hours watching TV, news, or gaming online, 2 hours on social media, 30 minutes grocery shopping, 1-1.5 hours cooking, and 75 minutes travelling to and from work.



# Step 3 - At the end of the day, take time to reflect on your activities.

Why? To increase your level of self-awareness, learn, become better and make progress.

Complete the last three columns in the timetable, along with the reflection page that contains further guiding questions. You can find them on the last two pages of this workbook.

- ? **Priority?** How important is this activity or task in terms of moving towards my goals? Does it support my vision? If not, then it's not a high priority.
- ? Values, benefits? What values does this activity have for me? What benefits did I gain from this activity? If none, then should I stop it? Was it really needed, or did I do it just out of habit?
- ? **Outsourceable?** It is time to look at the activities from a slightly different perspective and ask the question, "If there were a way to achieve the expected result of the given activity more effectively, faster, or efficiently, what would it be?"

When you do the reflection, you will realise that you are spending so much of your time and energy on things that:

- don't even matter,
- have nothing to do with your goal and vision,
- or you can't control.

Focus on what you can control and how you respond and react to what you cannot.

You will discover that there are activities and tasks you can easily stop because either you weren't aware you were doing them, or they have no value for you, or you can outsource them. On the other hand, there might be a few tough ones on the list. Don't worry, I've got great news! According to neuroplasticity research, we are capable of changing regardless of age and how long things have been practiced or repeated.

It's not about age (how old or young you are), it's about being self-disciplined and showing up consistently for yourself every day.

### How to eliminate and stop activities that hold you back?

- <u>Learn to say no</u> Having the courage to say no to little things will give you the power to say yes to the big things. Your time is precious. Don't let anyone steal it.
- <u>Find alternatives</u> If there were a way to achieve the expected result of the activity more effectively, faster, or efficiently, what would it be? For example, involve loved ones to take over certain activities, get groceries delivered, work from home, or find a quicker route (and save travel time).
- <u>Eliminate entirely</u> For me, one of these was watching TV. Before you think, no, I didn't switch to laptop streaming. © At first, I drastically reduced "TV-time", however, the last push didn't happen, so I got mad, and I literally removed it. For a few days I watched its space and considered bringing it back. Each time I resisted, it got easier, and now I can't imagine having one.
- Reducing time and / or frequency is a great way to start when you find it difficult to stop doing an activity immediately. When you become comfortable with your new way, with the reduced frequency or time, you can cut it back another 30 minutes, for example, and you won't even notice or miss the "lost time". Why? Because you have become aware that it had no value for you.



- Reduce the time Consider reducing your social media and TV time. Instead, increase your human interaction by contacting someone you have delayed connecting with for a while, for example.
- Reduce the frequency Change the frequency of grocery shopping from daily to weekly.
- Reduce time and frequency For example, I reduced the frequency of cooking from every day to every 2-3 days and I chose simple foods.

### How to face obstacles?

- When you catch yourself doing something just because you used to do it, that's a great step forward! Now that you are aware of that, you can ask yourself: "How does this activity help me move closer to my dream, or is it just a habit of comfort?" Your honest answer will help you make the shift you want.
- When you need the final "push" to eliminate an activity completely that is worthless for you, then be bold. For example, I literally removed the TV and uninstalled games and applications from the laptop and phone. Afterward, I felt amazing and proud of myself. During the following days, I had moments when I thought of getting them back, however, I refused every time. I turned my attention to my desire and told myself, "I have come this far, and all I have to do is keep moving forward, toward my goals. I may feel difficulties at this moment, but they will pass. I will get over them because I know there are great things ahead!"
- Your surface persona (ego) will do its best to hold you back:
  - You may catch your inner self-talk generating disempowering negative thoughts and concepts: "Don't add this activity because it was only a few minutes. It doesn't make any difference" sure, those "few minutes" in total take 60 minutes a day (which is 7 hours a week!). Do you still think it doesn't count?!
  - You may notice and catch yourself dwelling in the past or continually asking yourself why you haven't started or done this or that earlier, as you keep looking in the "rearview mirror."
    - What can you do? Think of it as if your "old self" were saying or thinking that, though it has been left behind. The concept of the "old self" is used to define your state of being before you started your journey. The "old self" mostly consists of limiting and disempowering thoughts, emotions, habits, beliefs, and behaviours that hold you back. Now that you are moving in a different direction, you will embrace your true self aligned with the path you have chosen toward your goal and desired life.

Another technique is to imagine that inner self-talk sounds like something a comedian or cartoon character would say. In this way, it's impossible to take it seriously; you can only start laughing instead.

- There may be external distractions from the environment or from people. Not everyone sees your goals as you do. There will be people in your life who will be temporarily present for a season, and others who will be there forever because they are heading in the same direction as you or are shifting with you.

Your environment reinforces your state and life situation. It can either help you thrive and progress toward your desires or hold you back and lead to disappointment and misery. Take action when you realise the latter and let go of people who impede your progress.



- There may be times when you do not want to practice, progress with the next session, or read through your notes; instead, you may feel like sitting back and giving up. When you feel this way, take a few minutes to envision yourself as someone who doesn't quit, who doesn't give up. Feel it and see it. Focus on who you want to become and where you are headed. Visualise your goals and imagine the life you desire.

We were born to move forward, make progress, and not be stuck in the ease that prevents us from reaching our goals. In fact, getting comfortable is a bigger enemy than hardship, as it implies regression, while hardship leads to progression, learning, and becoming a better version of ourselves.

In the past, your "old self" would have quit, but not You, the "new self", who is reading this because you are determined, ready to bounce back, and say that you are not stepping back!

Following the first essential step of taking responsibility for yourself and your life, you not only watched the first session; you also worked through the workbook and took another significant step toward your desired life! You have made fantastic progress - congratulations!

Remember, this is about getting the right information and knowledge, and consistently practicing to understand, remember, appreciate, and love.

It's a journey we are on together, and I am walking with you.

Nora

You can find below links to the articles:

<u>Learning in the Fast Lane: New Insights into Neuroplasticity</u>

<u>The impact of adult neurogenesis on affective functions: of mice and men</u>

<u>The Effect of Binaural Beats on Visuospatial Working Memory and Cortical Connectivity</u>



Date (	(Today's date	):	

Time	Activity, Task	Duration	<b>Priority</b> High / Low	Values, benefits How does it support me to move towards my goals?	Outsourceable? Better way or alternative? If so, how would I do it?	
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# Reflect on your day & connect with your self

Imagine viewing your day as if through someone else's eyes. Becoming an observer allows you to gain a fresh perspective on your experiences and actions.

Review your day:

- Reflect on the day's events, activities, and interactions you experienced. How did you engage with the people you met?
- What thoughts, choices, emotions, and behaviours did you demonstrate throughout the day?
- Would you do anything differently? If so, what would you change and why?
- Did you achieve what you set out to do today?
- What new understanding did you gain? What knowledge or perspectives did today provide?
- What can you improve? What takeaways can help you make tomorrow better?

After reflecting on today, consider the thoughts, choices, emotions, and behaviours you want to bring into tomorrow. This practice can provide you with greater clarity, energy, and confidence, helping you approach each day with purpose and intention as you progress toward your goals and aspirations.