

THREE WAYS TO BE A NINJA WITH YOUR TIME TO BETTER ENJOY LIFE

1. SIX ROLES:

First identify all of your current roles. List here:

Examples: partner, wife, parent, friend, sister, teacher, manager, trainer, nurse, church leader, community volunteer, CEO of household, home chef, coach, care giver, etc.

Now, narrow to six.

Others matter. These matter the most right now.

They can change as our life changes. They are not ranked.

Rate:

Two Things to Improve:

- 1.
- 2.

Rate:

Two Things to Improve:

- 1.
- 2.

Rate:

Two Things to Improve:

- 1.
- 2.

Rate:

Two Things to Improve:

- 1.
- 2.

Rate:

Two Things to Improve:

- 1.
- 2.

Rate:

Two Things to Improve:

- 1.
- 2.

Want some extra credit? 😊 Once you've identified your six roles, give yourself a rating of 1-10 (10 being the best) for how you feel in that role right now. List TWO ways you can improve that role in the next 30 days.

Example:

Role: Spouse

Rate: 8

Two Things to Improve:

1. Schedule 2 date nights technology free.
2. Take a walk with dogs together on the weekend to catch up on life.

Reflection:

- What can you cut back on?

Examples: resign from a community board, say “No” to hosting an event that doesn’t involve one of these roles, cut back on friends’ nights out, carve out more time for each of your roles.

- What can you give more time or attention to?

- What conversations or action is needed right now to honor your six roles?

2. PLAN YOUR DAY, PLAN YOUR WEEK:

Reflection:

- What **activities MUST** show up in your week? List here:

Examples: career, extra job/work, sleep, kids, family activities, commute, daily to-dos (showers, meals, etc.)

- What activities would you **LIKE** to show up in your week?

Examples: workout, meal prep, personal development, down time, relax, hobbies, etc.

- What activities would you like to **CUT**?

Examples: errands, social media time, TV, meetings, other commitments, etc.

Now, map out one "Ideal Week:"

The way you live your days is the way you live your life.
 - Annie Dillard

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

3. SHUT DOWN DISTRACTIONS:

Reflection:

- What currently distracts you?

Examples: calls, emails, notifications, texts, interruptions, TV, piles, to-do list, sticky notes, etc.

- How can you minimize these distractions?

Examples: turn off notifications on phone / computer settings, set work hours, organize work space, etc.

Did this work for you?

I'd love featuring success stories on social media and in my monthly newsletter.
Let me know! Trina@BayAthleticClub.com