

# How to Create More Time

## Mindfulness Worksheet

Date / Time:

So far today, have you brought kind awareness to your:

☐

Thoughts?

☐

Heart?

☐

Body?

☐

None

To begin this Meditation on Creating More Time, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
- the emotions that you can associate with these visceral feelings
- the positive or negative impact of any stories you believe in regarding this topic
- the fact that many others are feeling similarly about this topic as you
- how you might feel with increased awareness around this topic
- when you can apply increased mindfulness to this topic in your day-to-day life



## PART I: SCHEDULING YOUR TIME

*Meetings and appointments:*

1. Each Friday go over your schedule for the upcoming week with your assistant.
2. Tell him/her at what other times you are available to meet with people. Be sure to keep 50% of your time inviolate to cover the rest of your job (see below).
3. Tell him/her who you're expecting to schedule time with and how much time to give them.
4. Ask your assistant to schedule no one else without your approval. He/she gets your approval by giving you a list of requestees each day.
5. After you approve a meeting, have your assistant call back the requestee to firm up the meeting.
6. Have your assistant call the day before all scheduled meetings and appointments to confirm.

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### **PART II: HOW MUCH OF WHAT**

1. Schedule a maximum amount of time you'll work each week. Deal with breakdowns by canceling activities instead of adding hours, so that you can stay within your maximum time allotment.
2. Keep working your schedule to bring it to the following proportions:
  - 15% Planning
  - 15% Administrative activities
  - 50% Appointments and meetings
  - 20% Addressing breakdowns
3. Analyze your time each week and keep correcting the schedule.

### **PART III: COMMUNICATION**

1. Stay on top only of major milestones in projects and deal only with breakdowns that stop people dead in the water. Give all other breakdowns back quickly.
2. Stop the flow of "F.Y.I." information to you in priority form, e.g., send back voice mail that has that content ("F.Y.I.") with a message saying that you'll only accept such reports via electronic mail or memo. Use priority forms of communication, e.g., voice mail, one-on-one meetings, and staff meetings, only for communication of high priority.
3. Stop being a conduit for ordinary communication flow. Link people together and let them work it out.

### **PART IV: MISCELLANEOUS (BUT IMPORTANT)**

1. Bring your lunch to work. That way you can have healthy food on hand and not be subject to whatever the vending machines provide.

*How will you take what you learned from this forward into your life?*

*Thank you for your mindfulness practice.*