



**October 2020 Workbook**  
**By Jessica Cooke**

Welcome to your Time Management Workbook. I invite you to print out this workbook, find a quiet room and go and spend some time on yourself. A nice cup of tea or coffee, a quiet place, this workbook, your journal and a pen is all you need. If your house is crazy, go to a cafe, order a coffee and get stuck in.

This workbook will remain completely private to you.

The purpose of these Monthly check-ins is to get you to focus on the bigger picture of yourself, figure out exactly what's happening, where you're at, and where you want to be. What's holding you back, and to try and help you see things in a new way. Each month will be different.

My mentor once told me that if you could only find one thing that changed your mindset in a positive way, from a book or a seminar, then that would be a book well read, time at a seminar well spent.

The same is true for this workbook. If you came away from this workbook having changed your mindset on one thing, then this workbook would be very worth doing.

Every week you do a weekly habits checklist which focuses on your fitness, nutrition and daily healthy habits. Working on yourself once a month, reflecting, looking at the bigger picture is absolutely critical for growth too.

I hope you enjoy this exercise,

Jessica Cooke X

**P.S The book I recommend you get this month is by Brene Brown, The Gifts of Imperfection—Be you**

# Time Management

## Problems that everyone struggles with:

One of the #1 challenges I hear from clients is

- How do I fit all this in?
- I don't have time to implement everything
- I'm overwhelmed with too many things

These are all symptoms of

1. Time management
2. Poor planning
3. Prioritisation

## To do:

1. Set aside the time
2. Find the space
3. Tools you need

1. Target a half day
2. Block the Time
3. Stay the course

## Find the Space:

Writing surface, ideally not shared

## Tools you need:

1. Pens
2. Calendar
3. Planner/Notebook
4. File folders
5. Paper-holding trays

## **What you're trying to organise:**

A Brain Dump! (recommend done every few months at least)

- Make visible what it is that you do
- Write down everything you do

## **What you're trying to organise:**

- Daily, weekly, monthly, quarterly, yearly
- Everything you do

## **Let's organise:**

Make it actionable:

- What can I delegate?
- What can I bin?
- Projects
- Action Items

## **Now we make it happen:**

Calendar: Daily, weekly,  
Monthly,  
Quarterly, Yearly

Block time on calendar:

Planned Time off goes first (plan your life around your time off)

- Projects/Work
- Meetings
- Phone calls
- Emails
- Workouts
- Walks
- Food prep
- Cooking/Cleaning delegation
- Review time
- Coffees out/ You time

## What have you accomplished:

- The review process
- Daily 20-30 mins
- Weekly: 30-60 mins
- Monthly: ½ day

## How could you possibly fail?

Time Vampires... What are they??

Well intentioned people:  
Colleagues/Friends/Family

'Have you got a minute?'  
'Did I catch you at a bad time?'  
'Are you busy?'

The best defense is communication: **Guard your time**

Don't answer your phone.  
Schedule/Block time for emails and calls.

It's about **YOU** and **YOU taking care** of **YOUR TIME**.

# **Vision---> Commitment ---> Discipline**

# Managing Your Time Worksheets

What would a perfect day look like to you?

---

---

---

---

---

---

---

What would you accomplish in a perfect day?

---

---

---

---

---

---

---

---

---

---

---

---

How many hours would you work?

---

---

---

---

---

How much uninterrupted time would you have?

---

---

---

---

How much time would you spend on emails and phone calls?

---

---

---

---

---

What other aspects would make it a perfect day?

---

---

---

---

---

---

---

---

---

---

---

---

---

What are the most important things you could do for you each day?

---

---

---

---

---

---

---

When is your most productive time of the day?

---

---

---

---





**Deeper thought provoking questions for personal reflection:**

What are you really living for?

---

---

---

---

---

---

---

What is your mission in life?

---

---

---

---

---

---

---

What do you hope to do in your life:

---

---



# Brain Dump Worksheet

What activities must you do every year?

---

---

---

---

---

---

---

What activities must you do every quarter?

---

---

---

---

---

---

---

What activities must you do every month?

---

---

---

---

---

---

---

What activities must you do every week?

---

---

---

---

---

---

---

What activities must you do every day?

---

---

---

---

**"Get control of your time and your life. "**





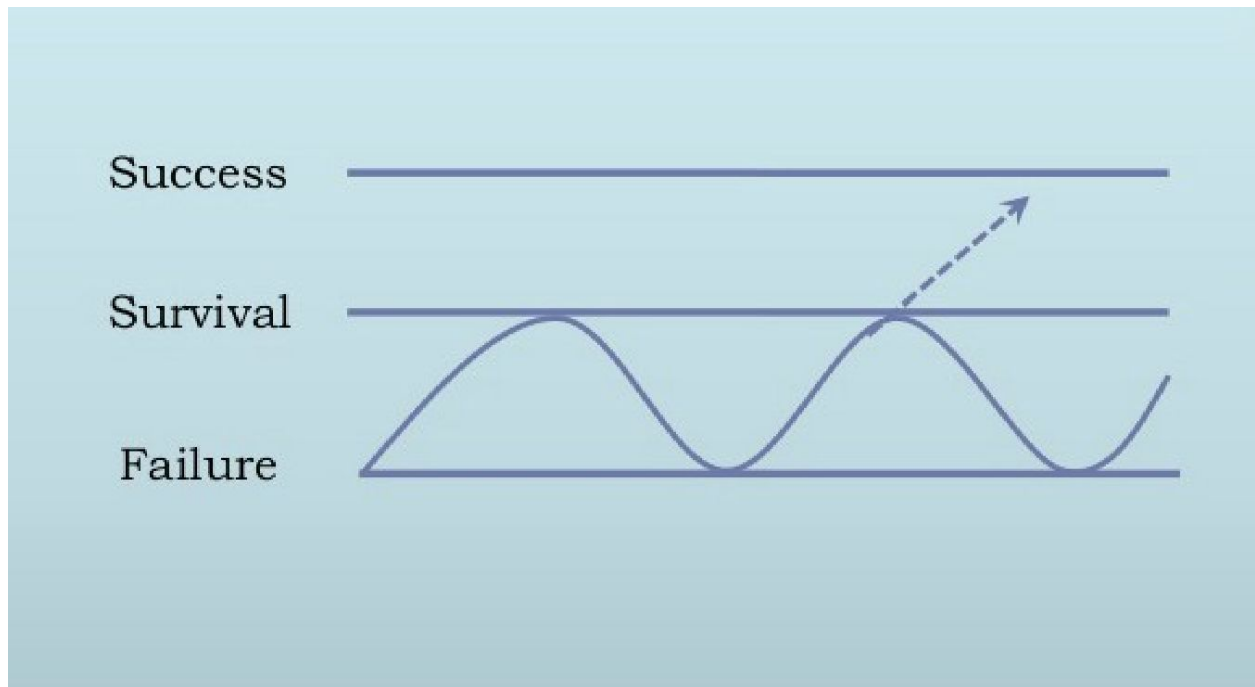
## 'Slight Edge 'Secret to a successful Life'

- Jeff Olsen
- Best Selling Author

Shows you how to create powerful results from the simple daily activities of your life, by using tools that are already **within you**

### **Slight Edge Findings...**

Instead of continuing on their 'success trajectory', 95% of people undertaking any challenge retreat after approaching the survival point.



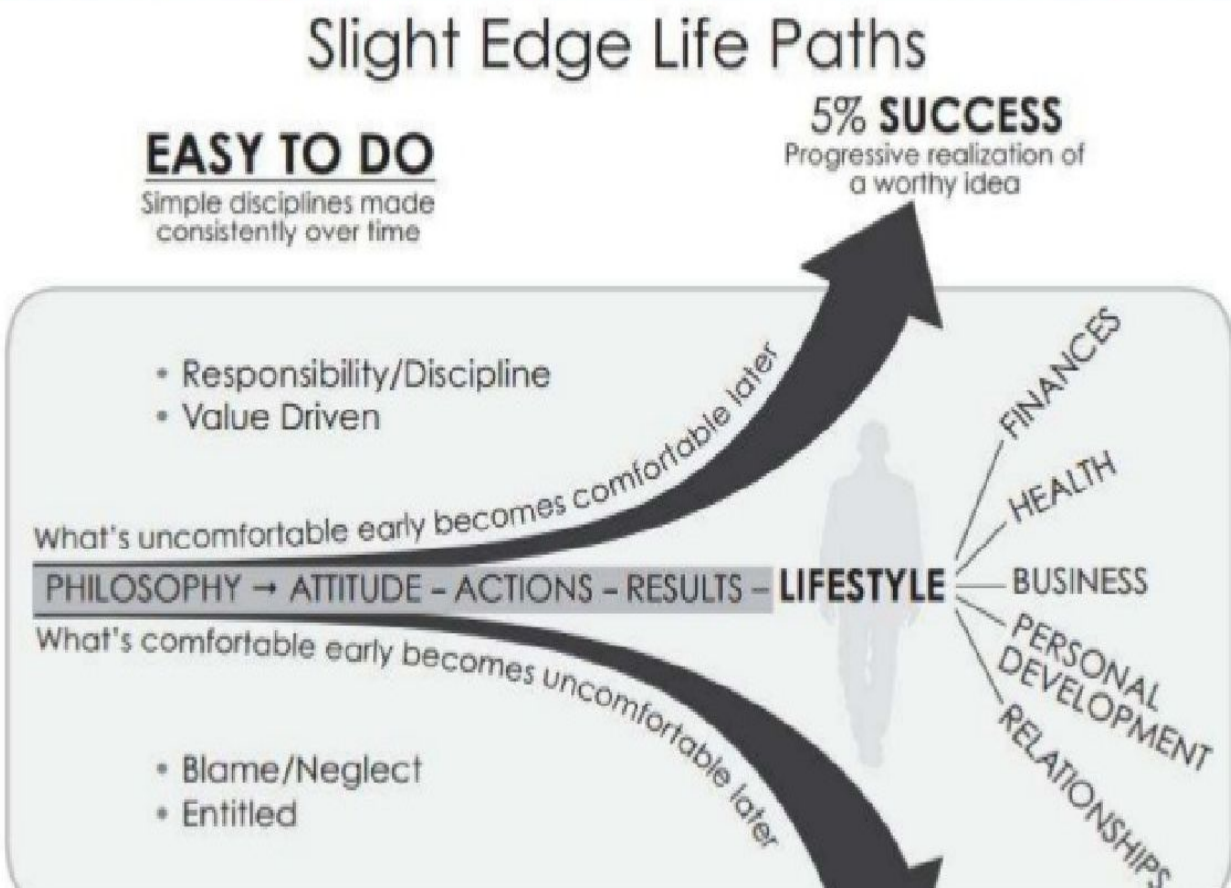
## In a nutshell...

*"The habits that had rescued you from failure, carried you up to the survival line, will also rescue you from average and carry you to the success line: If you just keep doing them"*

- Jeff Olsen

The key is living with intent in ALL areas of your life.

**either working for you or against you. there is no standing still.**





## 'Straight Line Leadership by Dusan Djukich'

**Habits -> Actions -> Philosophy.**

**Your personal philosophy is driven by your inner stance.**

What's your Inner Stance?

The position you operate from in life is what ultimately has you be "who you are".

This is your Inner Stance.

<b>Disempowering stances</b>	<b>Empowering Stances</b>
Trying	Commitment
Blaming others	Productivity
Busyness	Committing
Content with Insight	Only results count
Safe Choice	Growth choice
Dread	Choosing 'What is'
Why it can't be done	How it can be done

Pleasing	Serving
Choosing from feelings	Deliberately
We shall see	This will be
Later	Now
Pessimism	Optimism
Positive thinking	Honest thinking
Immediate gratification	Long term satisfaction
Verbal manipulation	Straight talk
Victim	Owner

## What's your inner stance?

Circular	Zigzag	Straight Line
<ul style="list-style-type: none"><li>• Talking around an issue instead of being straight</li><li>• Confusing activity with accomplishment.</li><li>• Knowing what to do, but not implementing what to do: Going around in circles, Repeating same old patterns of behaviour.</li><li>• Chasing something outside of themselves instead of their own way of being</li></ul>	<ul style="list-style-type: none"><li>• Mix between the two worlds of circle and straight line</li><li>• Often leave circle and surge towards success, maybe got inspired for a while and then return to same old patterns.</li><li>• Temporary high performance and then down again.</li><li>• Inconsistent success</li></ul>	<ul style="list-style-type: none"><li>• Being aware of the inner stance you are operating from. If it's insufficient, you change stance.</li><li>• Straight-line people create more internal tools.</li><li>• Straight line people act regardless of fear, needing courage, lack of confidence, afraid of speaking up, creating a happier environment,.... They do it regardless of how they feel.</li></ul>

**Everyone of us has experience in ALL THREE WORLDS.**

We must get to the point where we are aware and everything becomes about how we **choose to operate.**

*“Show me a guy who's afraid to look bad, and I'll show you a guy you can beat every time” Rene Auberjonois*

**It's all about taking the necessary, required action.**





