# THE TIME PR FESSIONALS

Brain-based Time Management, Organization, Planning & Mindfulness

Brain-based Time Management, Organization, Planning and Mindfulness WORKBOOK

> By Mary Ellen Baker Adapted from the Seeing My Time<sup>®</sup>Program by Marydee Sklar

#### **Executive Function Skills**

Check In		
What do I want to learn and why?		

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12.30.22-SMTa

#### Self-Assessment

Rate yourself on a scale of 0 to 5.0 means you never do it. 5 means you do it all the time.

Use a Calendar I have a calendar where I can see it easily and write on it.	<i>Use a Planner</i> I carry a planner with a monthly calendar.	<b>Plan My Week</b> I have a date with myself to plan my week.	<i>See My Day</i> I keep my plan for the day in sight.	<b>Digital Timers</b> I use a timer to keep focused, transition, and calculate time spent on activities.
<i>See the Time</i> I wear an analog wristwatch.	Analog Clocks I have analog clocks where I need them.	Handle Paper I recycle, deal with it in less than three minutes, or put it in my ticker file.	<i>Tickler File</i> I check my tickler file regularly.	File Papers I have a file system that is under control and works. I scan papers if I can.
<b>Create Space</b> As I clean I put things I no longer need in a bag to give to Goodwill.	<b>Restorative Time</b> I plan time to do things that refresh me.	<b>Eat Well</b> I plan my meals so that I eat well and spend less time shopping for food.	<b>Exercise</b> I plan at least three spaces in my week for exercise.	<b>Sleep</b> I go to bed at routine times so I sleep for about eight hours.

### **Executive Functions**<sup>1</sup>: Brain Skills that Help You Get Things Done

Rate your brain

Emotional Control	Metacognition:	Goal-Directed Persistence:
		Mental Flexibility:
Task Initiation:  Planning & Prioritization:		Sustained Attention:
		Response Inhibition:
Working Memory:	~~ "\	1. Organization of your language:
1. Time Management (how you use y	our time):	2. Organization of your "stuff":
2. Time Management (your internal c	lock):	

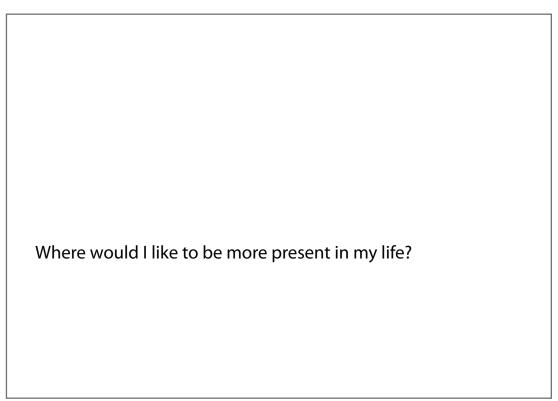
**<sup>3</sup>** <sup>1</sup>. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010 ©Marydee Sklar 2010. Adapted with permission from The Seeing My Time Workbook

### Executive Functions Brain Skills that Help You Get Things Done

Notes

I would like to remember this:

#### Metacognition & Mindfulness Increase self-awareness by being present



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Mindfulness is simply being aware of what is happpening right now without wishing it were different.

~ James Baraz

#### Practical Support for Your Brain Self-Assessment

Rate yourself on a scale of 0 to 3. 0 means you never do it. 3 means you always do it.



Notes

#### What I Need to Understand About The Brain

Confusion and the brain	
How to ask for help	

How does the brain learn and retain information?

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#### Tools for Time Management I

 Analog clocks
 Where do I get lost in time?

*Time Tip*: Before your next meeting/appointment, show up 5 minutes early.

I would like to remember this:

#### Metacognition & Mindfulness

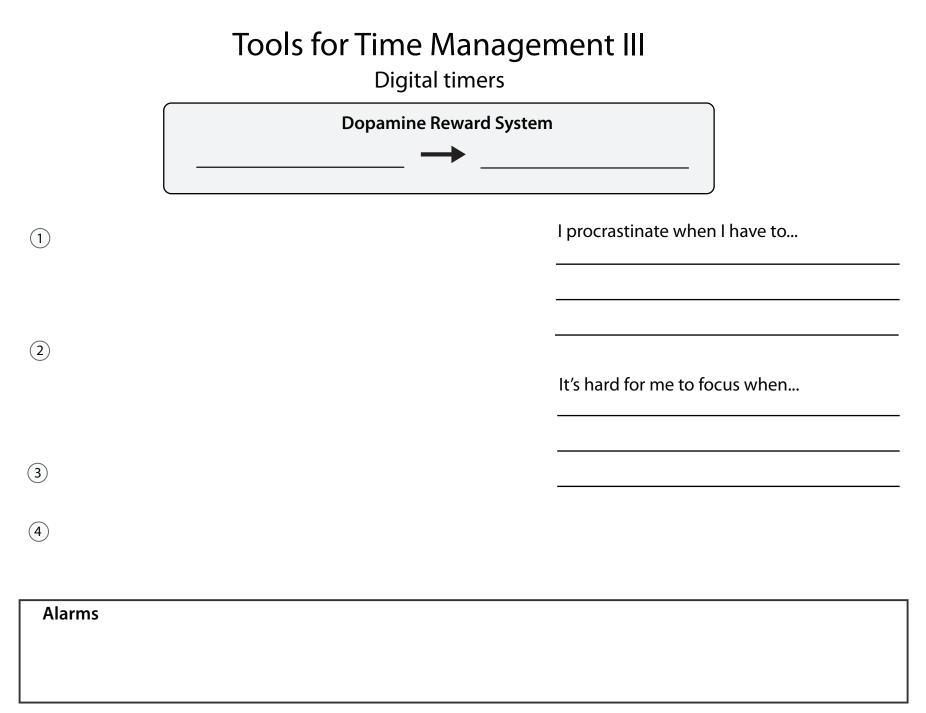
Increase self-awareness by being present

## Tools for Time Management II

Be a time scientist

I would like to remember this:

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### Strategies for Time Management I

1y takeaway:	
Interruptions & Distractions	What % of my interruptions require immediate attention? _

03.15.23-SMTa

What does my brain need to work in a focused manner?

#### Metacognition & Mindfulness Increase self-awareness by being present

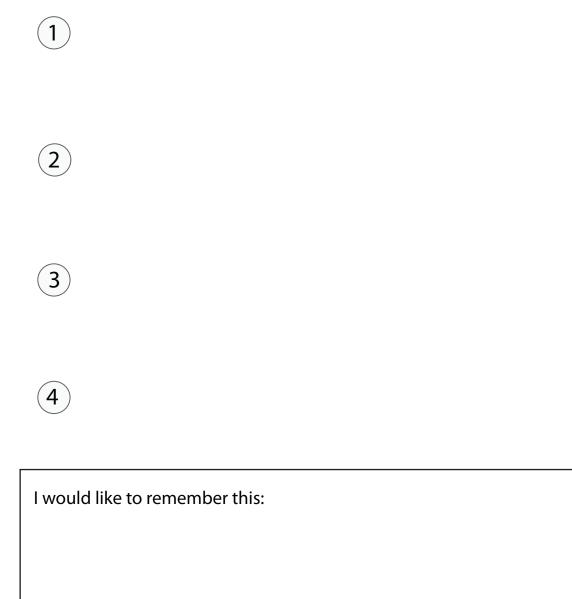
### Strategies for Time Management II

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A Truth of Time: \_

What tasks do I forget?

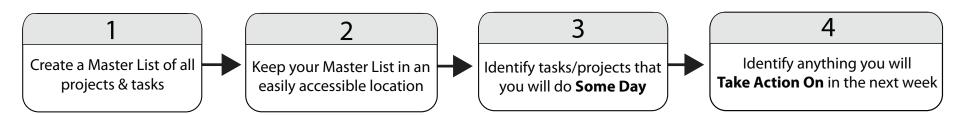
#### Strategies for Time Management III



## Metacognition & Mindfulness

Increase self-awareness by being present

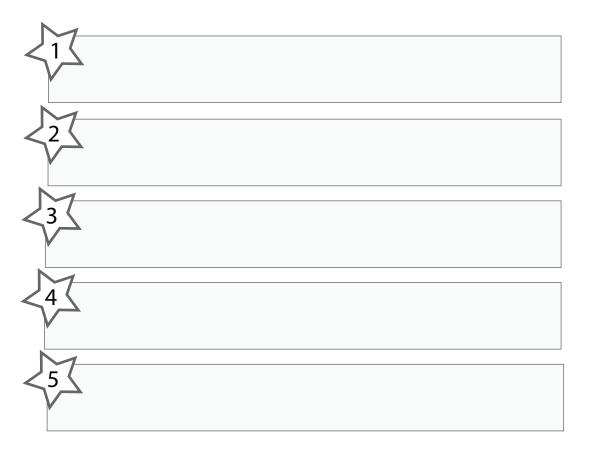




12.30.22-SMTa

Notes:

### Strategies for Planning II



*Planning Tip:* Don't go to bed until you've looked at the calendar for tomorrow.

I would like to remember this:	

Strategies for Planning III Calendars	Daily Planning
Where do I need a monthly calendar? Planners	
Weekly Planning ➔	

Start Date:		Scheduled	Commitme	nts This We	ek End Date:	
Monday	Tuesday	Wednesday	_ Thursday	Friday	Saturday	Sunday
7:00	7:00	7:00	7:00	7:00	7:00	7:00
7:30	7:30	7:30	7:30	7:30	7:30	7:30
8:00	8:00	8:00	8:00	8:00	8:00	8:00
8:30	8:30	8:30	8:30	8:30	8:30	8:30
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5:30	5:30	5:30	5:30	5:30	5:30	5:30
6:00	6:00	6:00	6:00	6:00	6:00	6:00
6:30	6:30	6:30	6:30	6:30	6:30	6:30
7:00	7:00	7:00	7:00	7:00	7:00	7:00

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Start Date:	Unscheduled Wee	kly To Dos	End Date:

#### Notes/Misc:

3.11.19-TM

	Daily Plan	
Today's Date:		Phone calls/Emails
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		🖉 🛱 Errands
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		/
4:00		
4:30		
5:00		
5:30		O Working Memory
6:00		
6:30		
7:00		
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10		3.11.19-TM

## Organization and Paper Management I

Things need a home

What do I keep misplacing?

I would like to remember this:

### Organization and Paper Management II

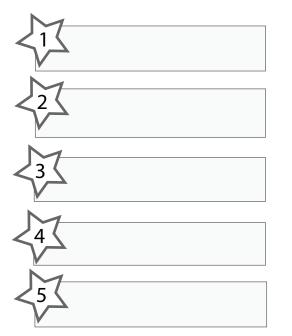


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Tickler File Tips

#### Organization and Paper Management III Start each organizing project by asking:

- 1. What is the purpose of the space?
- 2. How much time do I have to work on this right now?



**Organizing Tip:** Stay focused on the primary organizing task.

I would like to remember this:

#### **Organization of Digital Files** Folders • File Naming Conventions • Email

What files get lost on my computer?

12.30.22-SMTa

#### Executive Functions<sup>1</sup>: Brain Skills that Help You Get Things Done

What tools/strategies will you implement to support each of these executive function skills?

Task Initiation (Starting Things)

Metacognition

**Sustained Attention (Focus)** 



**Planning & Prioritization** 

**Goal-Directed Persistence** 

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# **Executive Functions**<sup>1</sup>: Brain Skills that Help You Get Things Done What tools/strategies will you implement to support each of these executive function skills?

**Working Memory** 

**Mental Flexibility** 

Organization



**Response Inhibition (Self Control)** 

Time Management (Internal Clock)

## Check Out

is:
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#### Moving Forward

Reserve 30 minutes every week (perhaps during the same time we've been meeting!) to refresh your goals and commitment to better time management/planning.

Start your weekly meeting with a mindfulness exercise. Let the worries go and be present. Let each meeting flow *organically* - meaning don't plan what you'll do during these times... just be present with yourself and ask "What brain skill needs support in my life right now?" You may choose to: try writing out a weekly plan, break something into steps, create a Master List or... who knows?

You may also choose to keep learning about brain-based support. This Seeing My Time<sup>®</sup> course includes a one year subscription to GoBrainGo where you'll find almost 100 videos that support each of the ten brain skills. The videos range in length from 1 to 12 minutes and are fun and interesting. This subscription also includes access to monthly Q & As where you'll hear about more brain-based strategies and have the opportunity to ask questions (if you wish).

Thank you for entrusting me with your hopes and dreams around better time management, planning, and organization. I wish you the best and look forward to seeing you at a Q and A!

Mary Ellen

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