

# THE TIME PRO FESSIONALS

Brain-based Time Management, Organization, Planning & Mindfulness

## Brain-based Time Management Workbook Visual Tools and Strategies

By Mary Ellen Baker

*Based on the concepts in the Seeing My Time<sup>®</sup> Program  
by Marydee Sklar*

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For more information about brain-based time management,  
organization, planning & mindfulness  
visit [TheTimeProfessionals.com](http://TheTimeProfessionals.com)

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# Time Management Skills

## Check In

What are my time management challenges?

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3.19.19-TM

# 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.

Eat Well

I plan my meals so that I eat well and when I need to.

Exercise

I plan at least three spaces in my week for exercise.

Sleep

I go to bed at a routine time and sleep for about eight hours.

Restorative time

I plan time to do things that refresh me.

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2.11.21-TM

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

Rate your brain

**Emotional Control**

Task Initiation:

\_\_\_\_\_

Planning & Prioritization:

\_\_\_\_\_

Working Memory:

\_\_\_\_\_

1. Time Management (how you use your time):

\_\_\_\_\_

2. Time Management (your internal clock):

\_\_\_\_\_

Metacognition:

\_\_\_\_\_



Goal-Directed Persistence:

\_\_\_\_\_

Mental Flexibility:

\_\_\_\_\_

Sustained Attention:

\_\_\_\_\_

Response Inhibition:

\_\_\_\_\_

1. Organization of your language:

\_\_\_\_\_

2. Organization of your "stuff":

\_\_\_\_\_

1. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010  
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# Metacognition & Mindfulness

Increase self-awareness by being present

Where would I like to be more present in my life?

12.19.18-TM

Supports all executive function skills

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

*~ James Baraz*

# Tools for Time Management

Analog clocks

Digital timers/alarm

Where do I get lost in time?

I procrastinate when I have to...

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It's hard for me to focus when...

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Sustained Attention

Task Initiation/Sustained Attention

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# Strategies for Time Management

A Truth of Time:

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1

2

3





# Strategies for Planning

Break it down



Empty rectangular box for step 1.



Empty rectangular box for step 2.

Start Date: \_\_\_\_\_

# Scheduled Commitments This Week

End Date: \_\_\_\_\_

**Monday** \_\_\_\_\_

7:00 \_\_\_\_\_

7:30 \_\_\_\_\_

8:00 \_\_\_\_\_

8:30 \_\_\_\_\_

9:00 \_\_\_\_\_

9:30 \_\_\_\_\_

10:00 \_\_\_\_\_

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11:00 \_\_\_\_\_

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5:30 \_\_\_\_\_

6:00 \_\_\_\_\_

6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

**Tuesday** \_\_\_\_\_

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7:30 \_\_\_\_\_

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8:30 \_\_\_\_\_

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9:30 \_\_\_\_\_

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10:30 \_\_\_\_\_

11:00 \_\_\_\_\_

11:30 \_\_\_\_\_

12:00 \_\_\_\_\_

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6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

**Wednesday** \_\_\_\_\_

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7:00 \_\_\_\_\_

**Thursday** \_\_\_\_\_

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6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

**Friday** \_\_\_\_\_

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8:30 \_\_\_\_\_

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6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

**Saturday** \_\_\_\_\_

7:00 \_\_\_\_\_

7:30 \_\_\_\_\_

8:00 \_\_\_\_\_

8:30 \_\_\_\_\_

9:00 \_\_\_\_\_

9:30 \_\_\_\_\_

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11:00 \_\_\_\_\_

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5:30 \_\_\_\_\_

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6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

**Sunday** \_\_\_\_\_

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7:30 \_\_\_\_\_

8:00 \_\_\_\_\_

8:30 \_\_\_\_\_

9:00 \_\_\_\_\_

9:30 \_\_\_\_\_

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4:30 \_\_\_\_\_

5:00 \_\_\_\_\_

5:30 \_\_\_\_\_

6:00 \_\_\_\_\_

6:30 \_\_\_\_\_

7:00 \_\_\_\_\_

8

Start Date: \_\_\_\_\_

# Unscheduled Weekly To Dos

End Date: \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes/Misc:

## Tips for Weekly To Dos:

- Review Scheduled Commitments This Week.  
*Total all unscheduled hours:*
- What needs attention this week?  
*Personal, Work, Projects, Family...*
- Use time circles.
- Don't assign specific days to tasks.
- \* = "absolutely must do" items.
- Don't fill up every hour.  
*Leave some open space!*
- Do this before work on Monday.  
*Takes about 20 minutes.*

# Daily Plan

Today's Date: \_\_\_\_\_

7:00	_____
7:30	_____
8:00	_____
8:30	_____
9:00	_____
9:30	_____
10:00	_____
10:30	_____
11:00	_____
11:30	_____
12:00	_____
12:30	_____
1:00	_____
1:30	_____
2:00	_____
2:30	_____
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4:30	_____
5:00	_____
5:30	_____
6:00	_____
6:30	_____
7:00	_____
7:30	_____
8:00	_____
8:30	_____
9:00	_____
9:30	_____
10:00	_____

 **Phone calls/Emails**

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 **Errands**

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 **Working Memory**

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**Tips for creating a Daily Plan:**

Left side: Draw a vertical line blocking out appts/mtgs.

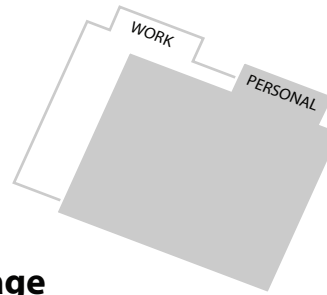
- Do I have Phone Calls/Emails or Errands today?
- Working Memory = spur-of-the-moment notes.
- When creating the Daily Plan:
  1. Review the Unscheduled Weekly To Do page.
  2. What do I want to do today?
  3. Use time circles.    
  4. Use a \* for anything I MUST COMPLETE today.

*Takes 5 mins. Do this at the end of the day for tomorrow.*

# Secret Steps to Successful Time Management

## STEP 1: What Are Your Projects/Goals

- Write down all your personal and work projects/goals.
- Break each project/goal into steps.



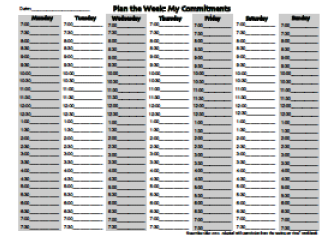
## STEP 2: Keep Your Monthly Calendar Updated

- Especially business trips and vacations.



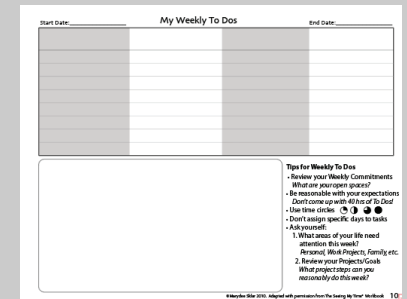
## STEP 3: Fill Out Scheduled Commitments This Week Page

- Look at your calendar and draw a vertical line blocking out your weekly commitments so you can see your open spaces. *Work gets done in the open spaces!*



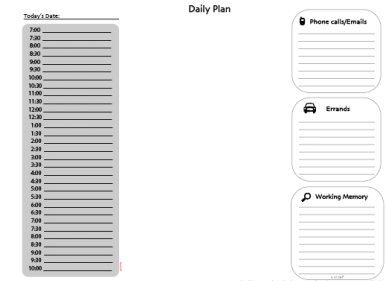
## STEP 4: Plan Your Unscheduled Weekly To Dos (Take 20 mins & do this before work on Monday.)

- Look at Scheduled Commitments This Week page. See your open spaces.
- Be reasonable about what you can accomplish.
- Use time circles.
- Don't assign specific days to your tasks.
- To plan your Unscheduled Weekly To Dos, look at:
  1. What areas of your life need attention this week? *Personal, Work Projects, Family, etc...*
  2. Review your Projects/Goals - *What project steps can you do this week?*
  3. Use a ✳ to identify items you **MUST DO THIS WEEK.**



## STEP 5: Create a Daily Plan (Takes about 5 mins. Do this at the end of the day for tomorrow.)

- In the left column, draw a vertical line blocking out your appointments/meetings.
- Do you have Phone Calls/Emails or Errands that must be done today?
- Use Working Memory for spur-of-the-moment things you want to remember.
- The center of the page is where you write your Daily To Dos:
  1. What do you want to do today?
  2. Review Unscheduled Weekly To Dos: What can be done **today?** Add it to your Daily Plan.
  3. Use time circles to be realistic.
  4. Use a ✳ to identify To Dos you **MUST COMPLETE** today.



Print more daily and weekly sheets at [TheTimeProfessionals.com/handouts](http://TheTimeProfessionals.com/handouts)

# Executive Functions<sup>1</sup>:

## Brain Skills that Help You Get Things Done

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

*Greyed out skills are addressed in other classes*

**Task Initiation (Starting Things):**

**Metacognition:**

*Goal-Directed Persistence*

**Sustained Attention (Focus):**

*Planning & Prioritization*

**Working Memory:**



*Mental Flexibility*

**Response Inhibition (Self Control):**

**Time Management:**

*Organization*

# Check Out

What new tool or strategy will I use immediately?

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11.28.18-TM

*If you want to remember, remember to repeat.*

~John Medina

# Resources

## Brain Skills Quiz

Do you know anyone who would benefit from understanding their brain skills? This 10 minute quiz will give anyone a fresh perspective on how their brain works.

[TheTimeProfessionals.com/take-the-quiz](http://TheTimeProfessionals.com/take-the-quiz)

## What brain skill is holding you back?

Now that you know how your brain is wired, you have a road map to get around the hurdles in your life. Support your skills, and you'll be unstoppable! Check out our library of brain-based videos.

[GoBrainGo.com](http://GoBrainGo.com)

## Books:

### ***Brain Rules*** (John Medina)

This funny, easy-to-read book consists of twelve “rules” about how the brain works. Learn about the science behind these rules as well as how to get the most out of your brain at work and at home.

### ***Smart but Scattered Guide to Success*** (Dawson and Guare)

With over 30 years of clinical practice, Drs. Dawson and Guare have written a number of books about the role of executive function skills in our lives. This beautifully laid-out book will give you a great understanding about what we do and how we do it.

## Websites:

### **TheTimeProfessionals.com/resources**

Check out the list of resources on our website! There are all kinds of tools and classes that will support effective time management, organization, planning and mindfulness. You may also download PDFs for your daily and weekly planning.

### **PalouseMindfulness.com**

A free online course in the techniques for Mindfulness Based Stress Reduction (MBSR) as created by Jon Kabat-Zinn of University of Massachusetts Medical School. This site includes links to online articles, meditation practices, YouTube videos, etc...