

TIME MATTERS EXPERT SERIES:

*How to focus your productivity so you can reach your goals
And
Create your peaceful joy-filled life.*

ACTION SHEET



Sarah Reiff-Hekking

Dr. Sarah Reiff-Hekking is passionate about helping smart, creative adults that have a hard time managing their time and their tasks, figure out a way that works for them.

She believes that there are no 'perfect' time management systems – you have to find the system that works for you. She also believes that solutions are found by paying attention to the present moment and that just like Michelangelo had to chip away at the stone to find the statue, we have to get rid of all the extra stuff that isn't the core of your life.

Notes from Sarah's Teaching Points During The Opening Ceremonies

1. WHAT procrastination is and is not:

- Procrastination is simply the act of putting off something that needs to be done.
- Not all delaying is procrastination. Sometimes we delay for good reason.
- Procrastination happens at the moment when we go to start or finish a task (or decision) and we delay it.
 - It usually happens because some negative emotion that is associated with the starting or finishing of that task.
 - Happens with tasks that are either boring or overwhelming to us.
- Becomes a habit that keeps us stuck on the treadmill. We only have one way to manage the situation.
- We feel overwhelmed and then we avoid, freeze, distract or flee.

2. Dr. Sarah's 3 Keys to Bust Through Procrastination and Overwhelm

- 1. Notice when procrastination or overwhelm begins and what it feel like.
 - Write down what is happening in the moment where you start to feel a little down or start to avoid or feel resistance.
 - Use my Practice the Pause™ Technique to help check in and stop and pause in the moment.
 - Pause and take a deep breath and notice what you are feeling.
 - Ask yourself “What am I doing right now?”
 - Ask yourself “Do I want to continue doing this or something else?”
 - Decide what you will move into doing.
 - Download the handout and recording of this technique at www.timemattersexperts.com/replay. Look for my picture and the Free Gift button beside it.
- 2. Use your routine to move away from the habits that are related to procrastination and overwhelm
 - Create a “flexible template” to match up your time with your intentions
 - First decide when you are working and when you are not working.
 - Next add other must-do work activities or must-do fun activities and sketch them into your week
 - You can move critical activities to other times in your week if you need to but don't blow them off!
- 3. Use your environment to move away from the habits that are related to procrastination and overwhelm
 - Set up your physical environment to support productivity.
 - For example, take the one thing you want to get done and go to a place with no distractions and just work on that ONE thing.

3. Sarah's Free Gift is available

- www.timemattersexperts.com/replay. Look for her picture and the Free Gift button beside it.

Your Notes: