

LifeWalk Coaching



SHIFTING TIME

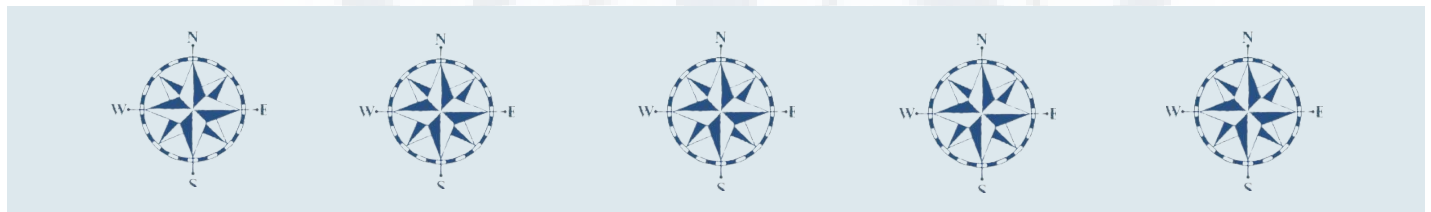
KICKSTART YOUR GOALS BY
BENDING TIME TO YOUR WILL

Copyright © 2022

All rights reserved. Not for sale or distribution except by author for private use of clients of Suzanne Arjona and LifeWalk Coaching

Contents

- 2 INTRODUCTION
Where are you now?
- 3 DAILY AND WEEKLY PLANNERS
- 5 FLEX TIME VS NON-FLEX TIME
- 6 THREE QUESTIONS
- 7 ANOTHER LOOK AT YOUR TIME
- 10 FUTURE ACTIONS



Welcome!

New entrepreneurs often run into a myriad of obstacles to launching their new business ideas even before putting pen to paper.

Some of these obstacles are external and need tools and expertise to overcome, like marketing or design tools. Some obstacles are internal, like self doubt or time management.

My strength lies in helping you overcome the internal obstacles.

I am thankful to the design and marketing professionals who I can

delegate to so my time is free to share my strengths and help others like you build your dreams with my programs.

And, I am thankful to you for choosing this program and enlisting my skills as you embark on your journey.

Warm regards,

Suzanne Arjona

Life Management Coach to Dreamers
Becoming Goal Achievers



My Story

IT'S ALL ABOUT CHOICES

I decided many years ago that there were things I absolutely wanted to have and do in life and also things that I didn't want to do that I learned to delegate.

There were times when I thought I wanted this new gadget or that or when I thought a new car would be nice. I could afford these things, but at what tradeoff?

How you spend your time and money will play a big part in how you experience life. For me, a trip to Peru was more important than a new computer or a staycation doing home projects.

Dreams remain just dreams with the choices we make. My goal as coach is to encourage you and help turn your dreams into achievable goals.



My job as a coach is to help turn your dreams into achievable goals!

Introduction

When you find yourself constantly stating that you don't have time:

- for yourself
- for your hobbies
- for a girls/guys night out
- for a vacation

you need to ask yourself four questions.

The first question is crucial. This gives you the foundation to move forward with the next three questions. The first question is simply:

"Where are you now?"

Without that starting point, finding the direction you need to go would be more difficult. In this case, we need to find out where your time is currently spent.

We all get the same number of hours in a day. What we do with those hours is what determines how our lives will turn out.

On the following two worksheets, write down the times you spend on work (including commute), meals, chores, watching TV, social media, exercise, checking email...EVERYTHING! We will discuss the Flex vs Non-Flex column a little later.

You need to be totally honest with yourself on this step. You only have yourself to be accountable to.

ACTION ITEMS

- Fill in the Daily Schedule Template
- Fill in the Weekly Schedule Template
- Note where you have time for your business

NOTES

Daily Planner

/ /

TIME	ACTIVITY	FLEX/NON-FLEX

NOTES

For items you don't do every day, add them to the weekly tracker. Some examples might be going to the gym three times a week or doing laundry twice a week.

Weekly Planner

MON		FLEX/NON-FLEX

TUE		_____

WED		_____

THU		_____
		NOTES
FRI		_____

SAT		_____

SUN		_____

Some of your tasks are weekly and not at a specific time. List those as best you can estimate on each day. For example, you may do yardwork every Friday afternoon or grocery shopping on Saturday mornings.

Flex Time vs Non-Flex Time

You may have already noticed some time opportunities as you filled out the daily and weekly time worksheets. Maybe you could spend a little less time watching TV and use that time toward building your new business.

Those pockets of time are what I call Flex Time. You have the choice to use those pockets of time for whatever you like. It's all about choices.

Non-Flex time is just as it sounds, time that is not flexible. Your job, for example, may require you to clock in and out at certain times. This is not flexible. Your commute time to and from work may not be flexible either (though in some cases there could be some flexibility if you get really creative, like taking public transit or carpooling).

Some items I consider as Flex Time even though they may not seem that way at first. Tasks like grocery shopping, yard work, and bill paying certainly need to get done, but as we'll find out in the next section, there is some flexibility in there!

ACTION ITEMS

- Go back to your weekly and daily time worksheet and note the tasks as Flex or Non-Flex
- Answer the three questions on the next worksheet.
- Keep an open mind and get creative as you consider flexibility.

NOTES

THREE QUESTIONS

Now, take a look at the tasks you listed as Flex Time and consider the following three questions. List each of your Flex Time tasks under each question that it applies to.

01. Can it be eliminated? Does it need to happen at all? (Watching TV, browsing social media, attending the book club you no longer enjoy)

02. Can it be automated? (Set up bills on auto pay, set the sprinkler system to an automated schedule, set emails to filter into essential and non essential folders)

03. Can it be delegated? Can someone else do it? (yard work, grocery shopping, delivery service)

Another Look at Your Free Time

At this point you've:

- assessed where your time is spent
- determined where your Flex Time lies
- eliminated, automated, or delegated as needed

Now it's time to get that business started!

We'll go back to the daily and weekly worksheets. This time you will list your Non-Flex time tasks first. Next, block out the time you will use for building your business.

A new mindset will be needed for this time. This time will need to become Non-Flex time in your mind. Launching a business takes commitment. Likely you will only be accountable to yourself. Don't let yourself slack off!

If you need to set alarms or reminders on your phone or computer, then do it. If you need to enlist the help of a friend to hold you accountable, then do it.

By allocating time to building your business, you've overcome one of the biggest obstacles many new business builders face and that is a perceived lack of time.

ACTION ITEMS

- Fill in the Daily Schedule Template
- Fill in the Weekly Schedule Template
- Fill in the days and times you will work on your business

NOTES

Daily Planner

/ /

TIME	ACTIVITY	FLEX/NON-FLEX

NOTES

You will likely still have Flex Time available. Make sure it's truly Flex Time and not time allocated to your new growing business.

Weekly Planner

MON		FLEX/NON-FLEX

TUE		_____

WED		_____

THU		_____
		NOTES

FRI		_____

SAT		_____

SUN		_____

You may need to be flexible as you schedule your business time, just don't confuse being flexible with Flex Time. You might have business time on Monday and Wednesday one week and on Tuesday and Saturday another.

This is being flexible. The amount of time is still Non-Flex.

Future Actions

Congratulations on making your new business a priority!
You've conquered the obstacle of time.

Don't stop now!

Use the following worksheet to begin planning out the steps to making your dream business a reality.

Write down your top three immediate goals for your business. Is your business defined? Who are your dream clients or audience? Do you need to procure physical products or define your service? Are there licenses or permits you need?

NOTES

Your Immediate Action Plan

GOAL 1:

Motivation:

Timeline:

Action Steps:

GOAL 2:

Motivation:

Timeline:

Action Steps:

GOAL 3:

Motivation:

Timeline:

Action Steps:

READY FOR THE NEXT STEP?



You don't need to go it alone! Keep your momentum going by joining the Limitless Life Changes Facebook group today.

Our community is there to share ideas for professional services (everything from marketing methods to design ideas) as well as give feedback on your business ideas.

Join our community of dreamers and high achievers today!

[JOIN HERE!](#)