

WORKBOOK

ASPECTS OF DISTRIBUTION

Module 4 - Mental



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Best wishes,

Maryia Oayda

INTRODUCTION

ASPECTS OF DISTRUCTION

TO BE USED ONLINE & OFFLINE

It's now time for a short exercise! I want you to look at the four different aspects of your time and where you lose your focus, the aspects of distractions. Things that are not urgent and not important. Think about what you did last week. The goal is to examine which areas of your life you spend most of your time.

The problem is that people spend so much time on things that are not important. More often than not, their list of to-dos don't make sense and certainly doesn't serve their purpose.

Any given day, if you look at your to-do list, you'll notice lots of unnecessary information. You need to ask yourself one question: "What do I really want to achieve today." The main point is to focus on outcomes rather than things to do. Focus on your goal. Ask yourself what shall I do today in order to move from A to B and see how you answer. So many people spend time on a to-do list that doesn't make sense, doesn't serve a purpose. Once you ask yourself this simple question, many things from your to-do list will be automatically removed, and you will have a clear vision.

Please answer those questions. Giving thoughts to those questions and articulating your responses will give you more clarity. Don't forget to make notes!

Best wishes,

Maryia Oayda

EXERCISE: ASPECTS OF DISTRUCTION

1. Identify activities you do that are not really important, but because of the sense of urgency you place on those activities, you spend time doing them, and in the process, you waste your time.

2. Write down all the reasons why you know for sure it is ridiculous, silly and stupid to spend time on these things.

3. Estimate approximately how much time you spend each day/week on these activities.

EXERCISE: ASPECTS OF DISTRUCTION

4. Now that you realize which unimportant activities you can remove from your schedule, you will have extra time on your hands. Make a list of the activities/projects you want to spend time doing that would give you more fulfillment. Write down how many hours realistically you want to spend every day/week doing these activities.

Notes: