

WORKBOOK

TIME CATEGORIES

Module 4 - Mental



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Best wishes,

Maryia Oayda

INTRODUCTION

TIME CATEGORIES

TO BE USED ONLINE & OFFLINE

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.

Best wishes,

Maryia Oayda

TIME CATEGORIES

THE ASPECT OF DISTRACTION: NOT URGENT, AND NOT IMPORTANT

What did you do to escape? When you're stressed, what do you use to distract yourself? For how many hours?

THE ASPECT OF DELUSION: URGENT BUT NOT IMPORTANT

What are the things you did and then later on were frustrated because you believe you shouldn't have done them? Even though there are so many other things that are more important, you still felt like you had to do these things because they seemed urgent in the moment. For how many hours?

THE ASPECT OF DEMAND: URGENT AND IMPORTANT

What were the things you felt like you had to do immediately, and were also really important? For how many hours?

TIME CATEGORIES

THE ASPECT OF FULFILLMENT: NOT URGENT, BUT IMPORTANT

What are the things that you didn't have to do this week, but you chose to do because you knew they were important? What are the things you did that were not on an urgent timeline, but that you just consciously decided to do? For how many hours

Write down the percentage of time you spent in each dimension, targeting 100% as your total. Remember, everything you wrote down is not everything you did as there are some things you will not notice or remember, like talking in the phone, or spending time on social media. Try to honestly estimate how much time you spent in each dimension last week.