



# *Reclaim Your Time*

LIVE WITH LESS STRESS AND  
MORE ABUNDANCE

A signature system by Christina Nylese

SELF~HEALING ESSENTIALS

COACH *Christina*

# *Welcome to the workshop*

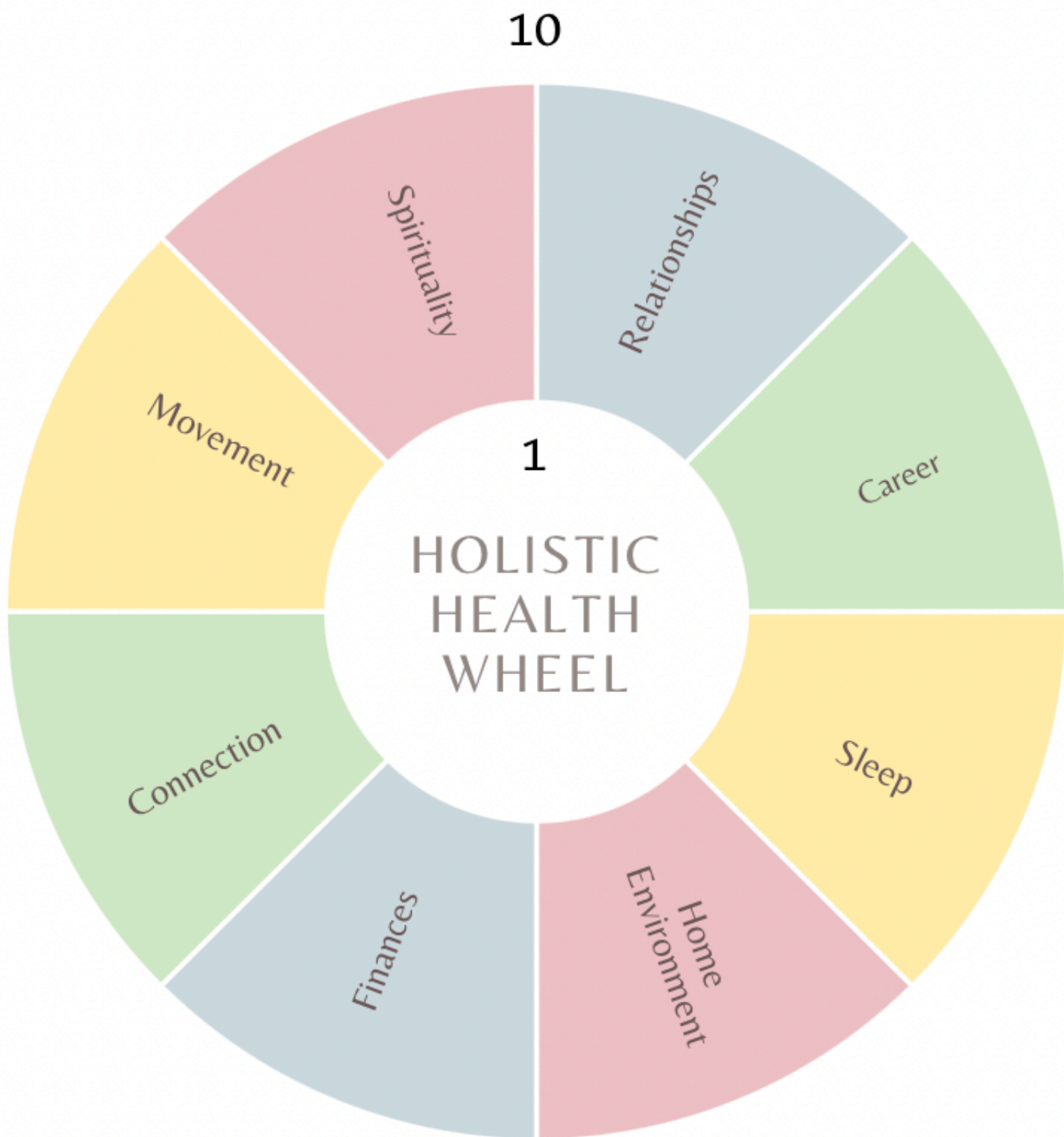
Welcome to the "Reclaim Your Time" workshop workbook! I'm thrilled to embark on this journey with you as you learn my simple system to reclaim time and feel more in control. Throughout this workbook, you'll find valuable easy exercises and actionable steps to help you set up your calendar, feel more organized and flow with more ease.



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# Where are you out of balance?



# TIME AND HEALTH ASSESSMENT

Day 1

Add your ratings from the health wheel in the “Where I Am Now” column then add the score you’d like to work towards in the “Where I Want to Be” column. Where are the largest gaps?

AREA OF HEALTH WHEEL	WHERE I AM NOW	WHERE I WANT TO BE
Spirituality		
Sleep		
Career		
Nutrition		
Mood		
Finances		
Connection		
Movement		

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# *Time Suckers*

Write down all of the time suckers you identified after auditing your list. What can you eliminate? What can you table for later? What did you spend too much time on?

# Choose Your Calendar

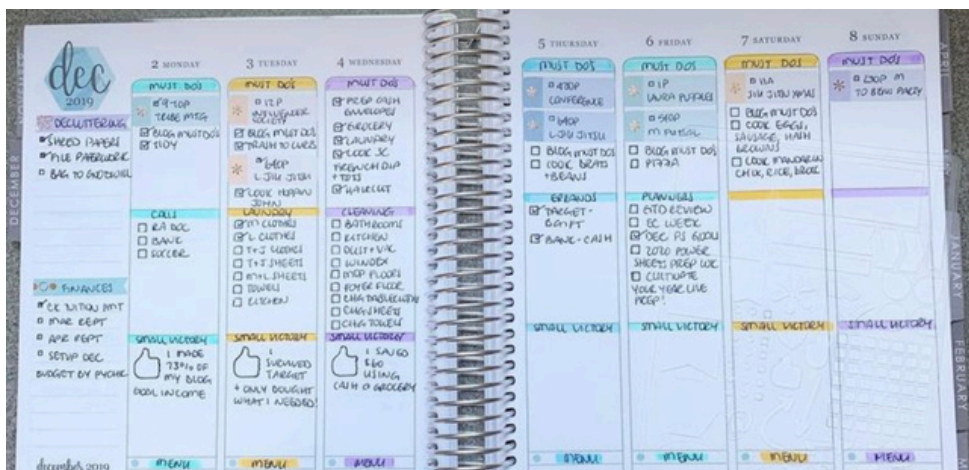
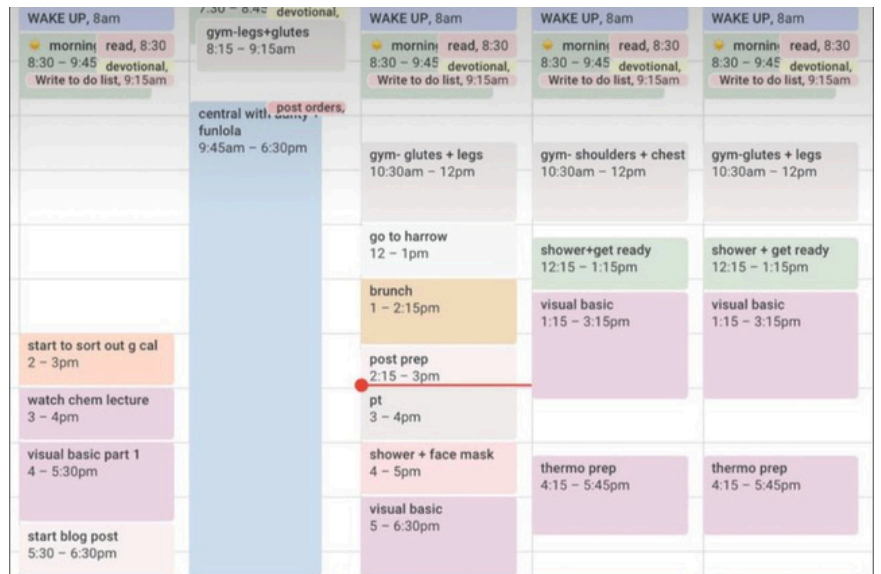
Consider how you prefer to plan, when you plan to use your calendar (will you need a calendar on the go, do you anticipate having to shift things around often?)

Calendars that allow you to create events, color code, and allow you to be flexible in shifting and adjusting as needed.

- o Google Calendar
- o Outlook
- o Apple

## Paper Planners

- o Passion Planner
- o Moleskin Weekly Planner
- o Bullet Journal
- o Erin Condren LifePlanner



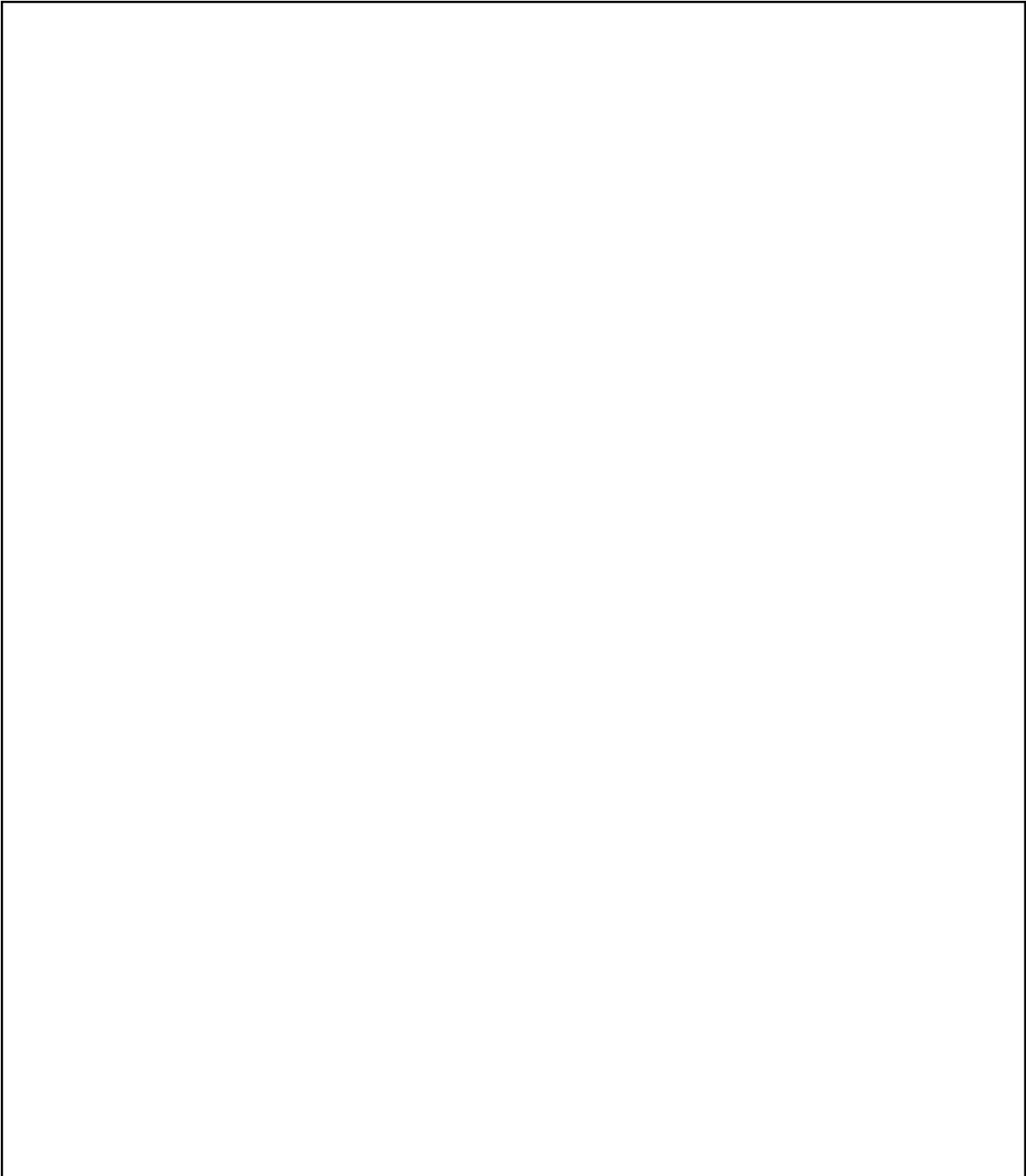




# Q&A

What challenges are coming up for you?

Where do you feel stuck?



# *Set Up your Calendar*

Drop your time blocks into your calendar for one week, starting Sunday and ending Saturday. Start with the next week. Think of your blocks as an event on your calendar. The block is the event and you will add the “agenda” for the block in the next step.

- To take it a step further, I recommend color coding. Assign each time block a color, so when you glance quickly at your calendar, you can be mentally prepared for the day. You can do this on your virtual calendar or your paper planner. For example, whenever I see purple, I know it’s an important appointment. It helps to glance at my calendar and see the color and a way to mentally alert me. It brings more awareness of what is happening at this time.
- Things to keep in mind when time blocking
  - You don’t need to have your tasks in your blocks yet. Just place the blocks.
  - Try to keep blocks no more than 2 hours, when possible, to allow for some white space in between.
  - Know that you GET to be flexible with your blocks and shift them around when needed.
  - Some time blocks may happen at the same time every day and others may not. You control the placement and shifting of your blocks (mindset is “I am in charge of my time. I decide how I will use my time)
- For next week only, drop only the tasks that you will commit to into your time blocks. If that is in something like Google calendar, you can add them in the description box. Or you can add a task and assign it to that block. If it’s a paper planner, you’ll create a list within the block. Try not to over-assign. Be realistic about what you can accomplish in that time block. We are learning how to prioritize, plan and manage our workloads so we can make space to rest and recharge.

# Reassess

Come back to your health wheel after using this system consistently for one month. How have your ratings changed? Have you closed the gaps anywhere?

*Where are you out of balance?*



Areas of the Health Wheel	Where I am now	Where I want to be
Spirituality		
Sleep		
Career		
Nutrition		
Mood		
Finances		
Connection		
Movement		



# *Daily Exercise to Avoid Overwhelm*

Here's how you can avoid burnout and overwhelm when juggling multiple things:

**Break it down.** Divide the project into steps and estimate how long each will take.

**Brain dump.** List all your other “to-dos” for the week - both work and personal.

**Prioritize.** Review the list and cross off anything that can be postponed or delegated.

**Focus.** select your top three priorities outside of the project and highlight them. If the list is long, circle five additional tasks that are important but can wait if needed.

This 15-minute exercise can help you cut through the mental clutter, allowing you to sit down and time block with a clear mind.

Remember: Dreams can't be built in chaos. You need a clear mind and a focused plan. So the next time life feels overwhelming, grab a pen and paper and take 15 minutes to break it all down.

Then, reward yourself with a little self-care - you deserve to chase your dreams while also caring for yourself along the way.

Thank you!



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