

Reach for the Stars

Dreaming

WHAT ARE YOUR DREAMS?

1. SET A TIMER FOR **FIVE** MINUTES AND LIST ALL THE DREAMS you've ever had – they can be big or small, realistic or unrealistic, anything you think you might want to do, or anything that interests you. This isn't the time to decide IF you would actually do the things on your list, just write all your thoughts down. Write for the entire time. If you run out of ideas, try to expand on the ones you have. For example, rather than just write travel; choose destinations.

2. TAKE **FIVE** MORE MINUTES AND LOOK OVER YOUR DREAMS. Think about these questions and your current life as you go through your dreams again.

Are you living your life on hold? Are you waiting until - your children are older, you are slimmer, you have more money - to follow your dreams? Are you enjoying the life you are leading? What if you had a limited amount of time left in life and had to

choose the dreams that were most important to you? What things jump out at you? The key to this activity is your perspective – it is not about sentimentality but about priorities.

With these questions in mind, **LIST** at least **EIGHT** things that you would most like to accomplish in your lifetime?

1.

2.

3.

4.

5.

6.

7.

8.

3. NOW COMPARE THE TWO LISTS AND ANSWER THESE QUESTIONS:

What is the difference between them?

What dreams made the second list?

4. COMPARE YOUR SECOND LIST TO YOUR CURRENT LIFE.

Are they drastically different?

What aren't you doing that you could be doing?

5. PRIORITIZE YOUR DREAMS. You can do most everything you want to in life but you cannot do everything at the same time. Go back through the lists and put a star beside the dreams that mean the most to you right now.

6. PICK YOUR TOP FIVE DREAMS. Look at the dreams that you have marked with stars and pick the top three to five that you want to start incorporating into your life.

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|---|
| <p><i>My Top 5 Dreams are:</i></p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> |
|---|

Take Action

Realizing Your Dreams

My Top 5 Dreams are:

1.
Why?
2.
Why?
3.
Why?
4.
Why?
5.
Why?

Activity Storm for your Dreams

1. Spend **FIVE UNINTERRUPTED MINUTES WRITING DOWN** as many activities as you can that relate to this dream. **DO NOT** stop writing. If you run out of ideas, try to expand on ones you already have written.

For example:

Read a book – Expand to one on parenting, on organization, on time management, on crafts, on decorating, on travelling, on fitness, novels or magazines

Take a Class – types of classes, local schools, Internet, correspondence, art, music, computer, massage

DO activity storms for at least three of your dreams!

Dream:

Activities:

Dream:

Activities:

Dream:

Activities:

Dream:

Activities:

Dream:

Activities:

2. PRIORITIZE EACH LIST:

- PUT A STAR beside all the things that you think you would like to do or try
- CIRCLE THREE activities that you will begin to incorporate into your life immediately

*Depending on the commitment level of the activities you have chosen, you may want to only concentrate on two or three dreams for now.

Three Activities I will start to do now:

1.

2.

3.

Three Activities I will start in the next few months:

1.

2.

3.

Create Your ³Life Map

Goal Setting

1. What pre-determined goals are guiding your life right now?
2. Am I setting self-imposed goals, following pre-determined goals or am I at a point in my life where I have NO goals at all?
- 3.

MY LIFE MAP

Unlike a road map, a *Life Map* may have many parts. If you are focusing on a few different goals, you will then need to copy this page and do the activity a number of times.

My Long-Term Goal is:

(My destination based upon my dreams)

My Intermediate Goals are:

(Based upon my activity storms)

My Short-Term Goals are:

My Immediate Goals are:

How Many ⁴ Pairs of Shoes Can You Wear at Once?

Balancing Life's Multiple Roles

1. LIST all the different shoes you wear in life (all the roles you assume).
2. DIVIDE them into *Who You Are* and *What You Do*. Some things aren't really clear so if you are not sure, put them in the middle.

Who I AM

What I DO

Now:

- **Circle** the 5 things you **DO/ARE** the most
- **Underline** the 5 things you **DO/ARE** the least
- Put a **Star** ★ beside your 5 favorite roles
- Put a **line-through** ~~line through~~ your 5 least favorite roles

3. ASK YOURSELF some key questions:

Are the things I do most often my favorites?

Are the things I do most often my least favorite?

How often am I doing my favorites?

Are my favorite things “who I am”?

Are my least favorite things “what I do”?

Do my favorites match with my dreams and goals? If not, why?

Do I need to add some new roles to my life in order to reach my dreams? What are they?

Take a few minutes right now and ADD them to your list.

Focus upon your roles

Based upon my dreams and goals, the five roles I need to focus upon in life are:

1. Myself - I have chosen this one for you. This book is about taking care of the Me in Mommece so it should be one of your priorities.

2.

3.

4.

5.

Ok, So Now What?

Eliminating Time Wasters

Perfectionism

1. In what areas do I feel the need to be perfect?
2. How can I re-focus my attention on completion rather than perfection?

Decision Making

1. What is my decision-making style?
2. Does this match with the style of my partner or family?
3. Which decisions do I spend too much time worrying about?
4. How can I change how I make my decisions?

Procrastination

1. What things do I usually procrastinate about?
2. Why am I procrastinating?

Clutter and Disorganization

1. What can you always find?
2. What are you always looking for?
3. Where is a logical place to keep these things?

No Life Map

1. Review the ***Life Map*** that you created in Chapter four and see if you need to re-do the activities or if you just need to implement them.

Too much of a Good Thing

1. What are you doing too much of?
2. What can you let go of to find more balance in your life?

People

1. Think of the people you really ENJOY spending time with – even if it is a brief hello at the cash register at the grocery store.
2. Now think of the people that you dread seeing, avoid being around or just simply don't care for.
3. What is it that you like about the people in question one? How do they make you feel? How do you feel after they leave?
4. What is it that you don't like about the people in question two? How do they make you feel? How do you feel after they leave?

Hidden Time

1. What are the time components I am forgetting when I plan and schedule activities?

For the next few weeks try keeping track of how long things actually take. Then use this information to help you better track your time.

Me Time

Time Alone

1. REVIEW YOUR *Life Map* on page 8 to see if you can use one of these goals to assist with finding *Me Time*. Or you can just commit to the time – 15 minutes a day and decide what to do later.
2. START SMALL – it is okay to start with one activity per week or just a few minutes a day.
3. BOOK AN APPOINTMENT with yourself in your day-timer or family calendar.
4. CONGRATULATE YOURSELF on your successes and if you miss a day or miss a time don't fret over it. Just re-book your time.

Your Commitment

I, _____, believe I deserve to take care of myself. I will make sure to take some time for me everyday. I will also make sure that I am aware that my family also needs *Me Time* and help them to find it.

ACTIVITIES I would like to include in my *Me Time* are:

Taking Care of Me
Health, Nutrition and Spirit

Notes on :

Health:

Nutrition:

Spirit:

The Gift of Time

Shift Your Perspective

Pressure Points

1. What is your pressure point? When do you start to sense you are doing too much? What are your signs?
2. What do you do when you see this point coming?

Downtime

1. What do you like to do for downtime? Can you use this as your Me Time?
2. Do you encourage your family to partake in downtime – both individually and as a family?
3. How can I remember to stop and ask myself WHY when I am busy and overwhelmed?
4. What will I do if my WHY isn't a very good reason?

Reminders

In order to stay in control of this shift in perspective, choose a reminder to keep you on track. Pick something that happens fairly regularly during your day – the phone, the dog barking, the hourly beep on your watch, the kids saying Mom, or an email coming in. Every time you hear this sound, use it as your reminder to check in on your perspective of time.

1. Are you feeling like you don't have enough time or are you feeling lucky that you have these opportunities? If the kids are whining and you wish the day was over, *shift your perspective* and be happy that you are able to be home with them.
2. Do you have overlapping work projects? Be thankful that you are working at a job you love. Are you tired of spending all your time cleaning your house? Look around at the house you were so excited to buy.
3. Are you enjoying the TV show you are watching? Or are you using it to avoid something else?

My Priorities

1. Three of the goals I set for myself are:
2. The three to five main roles I want to focus upon in my life are:

Tools of The Trade

Effective Systems

What works and what doesn't

1. What systems do I use to manage my time?
2. Are they working?
3. What are systems that would work if you used them?
4. Do I already know what works and what I need to do to manage my time?
5. Is there one thing I could do that I know would make the difference in managing my time?

The Tools

1. Choose **ONE** main CALENDAR or PLANNER for the family. More than one can mean overlapping and missed events. (Now it is okay to have a back up. My planner is the main one and absolutely everything goes into it but I also have a wall calendar in the bathroom that I put things on for easy viewing and reminders). With older children, each family member will need their own system and calendar, but in order for you, as Mom, to stay sane, there needs to be one main system and that needs to be yours.

2. CHOOSE a system that appeals to you and your preferences. The two main types are paper and electronic/computer.

Paper – the possibilities are endless. Spend some time finding one that really appeals to YOU. Questions to help you decide:

Do I like to add/remove items? (Go with a binder style)

Do I want it to be portable?

Do I like to have themes, styles, inspirational notes or would I prefer to keep it plain?

Will I use all the components of it? If not, can I remove them?

Will it fit in my purse/diaper bag/brief case?

What have I used before?

What did I like/dislike about it?

Electronic:

Do I need something that I can carry with me?

Is it compatible with my current system?

Do I have the option to use or remove different features?

Do I want it to be compatible with my phone?

Do I like how it operates?

3. Use this main planner FOR *EVERYTHING* – including your work, appointments, family’s activities, exercise, and most importantly, your ***Me Time***.
4. MATCH the size to your lifestyle. My retired mother-in-law uses a small calendar with an entire month on each page. I need at least one full page per day. If you are on the go, make sure it is portable. A big wall calendar doesn’t help when you are at hockey practice or in the office.
5. The COMPONENTS of your system will vary by preference but there are a few necessary components:
 - Yearly calendar
 - Monthly calendar
 - A page for each day (or a lot of writing room)
 - Room for notes/lists
 - Your ***To Do*** list – which deserves its own section below.
 - Your goals and dreams. List your priorities in your planner. At the beginning of each day review your goals and make sure that you are doing something to work toward them. Each month review your long-term goals, alter your short-term goals, or add new goals.
6. PERSONALIZE Your System. Now depending on your lifestyle there are lots of different components/options that you may want to include in your system.
 - Phone List/Phone log
 - Family Budget
 - Expense Reports
 - Travel/car logs
 - Emergency Contacts
 - Medical Information
 - Grocery Lists –a standard one that you always use
 - Assignment lists
 - Fitness Journal

To Do Lists

1. Grab a piece of paper and quickly write out your current To Do list.

Review your To Do list

Grab the list you wrote up earlier in the chapter or go get today's list and do these steps to see how they work.

1. **REVIEW** your list and see what you can **DELEGATE**.

Can you write someone's name next to something on your list? Can your partner or children do a task? Can your assistant at work do it? Can you hire someone to do it? It is amazing the number of services that are available. Visit www.iceaweb.org for a listing of personal assistants that can do almost anything you need and usually for a very reasonable fee. For more information on delegating, refer back to chapter five.

2. **REMOVE ITEMS** from your list.

Do you really need to do all the things on your list? Will life continue on without doing a few of the items? Can you get by on the groceries in the house or put off vacuuming for a few days? Do you really need to go somewhere or can you make a phone call? Are you over-committed? Is it time to say no? Do the items on your list lead you in the direction you want to go?

3. **PRIORITIZE YOUR LIST**. This step is what makes To Do lists work.

We do not just randomly put things on our To Do lists. We put things there that we feel need to be done, but as we all know, we rarely get our lists accomplished. We need to alter how we look at our lists - it is not supposed to be a competition in which the person who does the most wins. If we are thinking this way, then we will consciously only put the things we know we can do on our lists. As I have stated above, we need to shift our perspective and we need to do what is truly important to us.

Where Are My Keys?

Organization

Breaking Point

1. WHAT IS YOUR *BREAKING POINT* WHEN IT COMES TO ORGANIZATION? What areas of your house or office frustrate you? What items can you never find? Set a timer for at least three minutes and list all the things that really drive you crazy. Include places, items, and people (yes, for now you can list the things that others in the family do!).

2. Now, GO BACK THROUGH THIS LIST AND THINK ABOUT WHY THESE THINGS BOTHER YOU. Using a scale of one to five (five being most important) determine how important these things are to your life.

Things that matter

Based upon your ratings, choose THREE THINGS you are willing to let go, that just aren't worth the time and energy you give them.

- 1.

- 2.

- 3.

And choose THREE THINGS you definitely want to have organized.

1.

2.

3.

To organize or not

1. Take another five minutes and REVIEW your list of what works. Start another list along the side, listing the skills you now realize that you are using, that make these things work.

Applying what works for you

I can use my skills at _____ (what works) to help me with
_____ (what doesn't work).