

TIME MANAGEMENT NINJA MAKER

SCHEDULE 1: MY CURRENT SCHEDULE

Do you run your schedule or does your schedule run you? Are you always running around from one commitment to the next, not always sure where you're going, who needs to be picked up or how to fit it all in?

When you are suffering from thyroid, autoimmune or inflammatory disease it is even more important to have a handle on your schedule because you need to make sure time is carved out for your self-care and healing time. When you run on stress and from one activity to the next, your adrenal health, thyroid and gut will all be affected...and we know this little trifecta is a powerhouse at shutting down our energy and our happiness when it becomes out of balance. So, show yourself some major TLC right now and find some space for YOU in your schedule.

Do you want time for yourself, your healing, your hobbies and quality time with your loved ones but don't know where to begin?

I. One of the first exercises I do with my clients it to take a step back, breathe, and look at their schedule. I present them with a blank schedule (see blank Schedule 1 on the next page) and have them fill out everything they do on a given day on the first schedule. Then we go over it with a fine tooth comb. Where are the redundancies in the week? Where can things be done more efficiently? Where are areas you can find support with your work? (e.g. - can someone else pick up your kids once or twice a week so you can go to the gym?) Together, we figure out where best to make changes to the schedule so they can do the things that will help them reverse disease, pursue their passions as well as take care of the day-to-day hullabaloo.

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II. Now list out all of the things you'd like to do for yourself, your health and your personal happiness. Is there a class or activity you've been longing to sign up for? What's the best time for you to fit in exercise, a massage, sauna or bath? When can you take 10 minutes for a quick walk in nature or to write in your journal? Create your ideal schedule by (See Schedule 2 on the following page) following these steps:

- a. Make sure you've gone through Schedule 1 to see what activities you can get rid of, where you can get help (swapping carpool, grocery shopping, laundry, etc.)
- b. Now, write in your "must-do" commitments (like work) first.
- c. Then set times for all the different things you want to do to reverse thyroid, autoimmune and inflammatory disease such as exercise, massage, singing, meditation, sauna, dry brush, journaling etc.
- d. Finally, write in the things you'd like to help others with that aren't must-dos like volunteering, attending every soccer practice, shuttling everyone around. Only add the things you really want to do that you have time for in your schedule below.

Some other tips to taming your schedule: Once you've infused your new schedule with a little life, use these tricks to stay on track:

- Get a calendar or organizer and **WRITE IT DOWN**. When you're out and about, it's hard to keep track of things and easy to forget to include them on the schedule once you're home. Use the calendar on your phone or a planner to jot down a new task and designate a time to do it in your schedule right away. This way, you just have to follow your schedule and not worry that you might be forgetting something.
- Don't take on everything! Instead of saying yes to everything and everyone, consider whether or not you have to be the one to actually attend or do the work for such-and-such. Also, look at your schedule and make sure that adding this task to your calendar won't be taking away from something that brings you a moment of peace, health or joy. I tell my clients to guard their schedules like a super-hero. (there's a lot of talk of super-heros in my house these days with a 5-year old) Imagine you have a shield that deflects any time suckers from making their way to your schedule.
- Use the "5-minute rule" on things that just pop up – if you can get something done in 5 minutes or less, do it. If it's going to take more than 5 minutes, designate a time to complete it right away and put it on your schedule right then. Set it and forget it.

SCHEDULE 2: MY NEW HEALING SCHEDULE

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	Friday	Saturday	Sunday
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