

# MASTER YOUR TIME

3-Part Training

With Melissa Lloyd

[doodlebreaks/master-your-time](https://doodlebreaks.com/master-your-time)



# Welcome

Hello! It's amazing to have you here and I'm thrilled that you've decided to take this step towards a more fulfilling life. I can't wait to see what you'll accomplish! Our 3-part training series has been crafted with care to help a busy mom like you take action and make positive changes in your life. So let's dive in and get started on this new chapter, filled with more energy, fulfillment and balance!

To make the most out of this training, here are a few tips to help you along the way:

- 1 START BY DOWNLOADING THIS WORKBOOK**  
To make the most out of this training, start by downloading a copy of this workbook. You can choose to print it out, write your answers in a notebook, or simply use the fillable pdf.
- 2 BEGIN WITH THE FIRST WORKBOOK EXERCISE**  
Start your learning journey right away by completing the first workbook exercise.
- 3 WATCH ALL THREE VIDEOS**  
Each video builds on the previous one, so be sure to watch all three. Take some time to reflect on each section of the workbook after watching each video.
- 4 SHARE YOUR PROGRESS**  
Share your progress and insights after each training by tagging me @doodlelovely and using the hashtag #MasterYourTime. I'd love to hear about your progress and support you on your journey.
- 5 TAKE THE TRAINING WITH A FRIEND**  
Share the link [doodlebreaks.com/master-your-time](https://doodlebreaks.com/master-your-time) with your friends, family, or coworkers to take this journey together. You'll deepen your learning experience and have someone to hold you accountable.

I'm SO excited that you've made the decision to transform your relationship with time! To kick things off, we've got an exercise that you can do right now, even before you start watching Training #1.

Melissa xo



# Before you watch Training 1, answer these two questions:

What motivated you to enroll in this 3-part training program?

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Imagine how much more fulfilling life would be if you had more time to indulge in what brings you joy! Consider the incredibly positive transformations that would unfold as you rediscover tools to reclaim your “Mom power” and reignite your inner strength. How would your life transform?

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**Believe you can and you're halfway there.**  
- Theodore Roosevelt



# TRAINING 1 - Your priorities

Once you've finished watching Training 1 (or while watching it) take some time to complete the workbook exercises.

During the video, I shared a personal experience that motivated me to create this training. Be sure to reflect on your own thoughts and feelings about this experience and check off your answers for each question in the provided checkboxes.

**Are you looking to add more energy to your life?**

YES, I am ready to boost my energy levels.

NO, I am already content and filled with inspiration.

**Are you looking to enhance your personal growth?**

YES, I want to explore and do more of the things I enjoy.

NO, I'm content with where I am at the moment.

**Are you currently feeling uninspired?**

YES, I'm lacking inspiration at the moment.

NO, I am already content and filled with inspiration.

**During my research on time, I found that these were the most frequently used words by working Mom's:**

Overwhelmed      Frustrated      Anxious      Stressed

**Are there any other words that describe how you feel when you do not have enough time?:**

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Circle what are you seeking in your life right now?

Guidance    Peace    Ease    Direction

Are there any other words that describe what you're seeking:

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What are the quality of your thoughts about time? Circle one below.

Low quality    Neutral    High quality



# TRAINING 1, CONT. - Your Priorities

**Which of these quotes resonates with you right now? Check all that apply:**

- “I want to prioritize taking care of myself, but with work, family, and other obligations, it’s hard to fit it in.”*
  
- “I feel trapped in a stagnant situation. Despite reassurances that it’s temporary, I feel like it’s my new norm, making me feel defeated.”*
  
- “I repeatedly convince myself that I will begin self-care to address my mental well-being, but I consistently find reasons to avoid making time for it.”*
  
- “I’ve been wanting to learn a new skill or hobby, but between my job and taking care of my family, I never have enough energy or time to commit to it.”*

**Which quote resonates with you the most, and why?**

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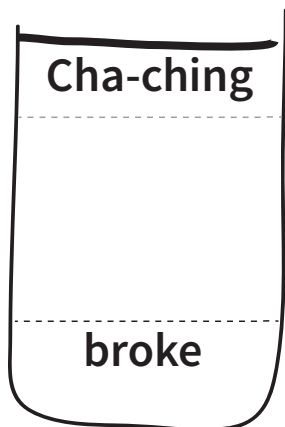
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# Let's go deeper with one of my favorite tools, the energetic bank account:

This simple but powerful tool has been a go to in many of my sessions, and for good reason. It cuts right to the core. Even if you've used it before, I encourage you to assess where you are right now.

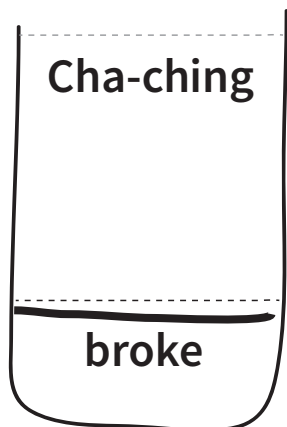
Think of your energy levels like a bank account. A healthy account has a sufficient amount of funds, where more money is deposited than taken out. The Energetic Bank Account is an assessment tool that allows you to rate your energy and satisfaction levels in a specific area of your life.

Find your level and this might be between the the two.



*Cha-ching*

This is the level where your life totally energizes you. You feel fulfilled and satisfied beyond measure. You've tapped into excellence, and you're excited to wake up and face each day because you know it will fill you with energy and excitement.



*Broke*

At this level, you feel completely depleted. You may feel hopeless and lost, with no clear direction on how to move forward.

Fill this out for the different areas of your life

**WORK, CAREER,  
OR SCHOOL**

Cha-ching

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broke

*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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Cha-ching

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broke

*Doodle a line  
where you are  
in this area*

**FINANCE**

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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**THE STATE OF  
YOUR HOME**

Cha-ching

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broke

*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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Cha-ching

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broke

*Doodle a line  
where you are  
in this area*

**YOUR MORNING  
ROUTINE**

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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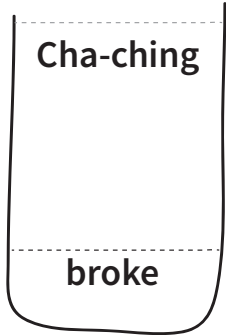
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## FUN



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

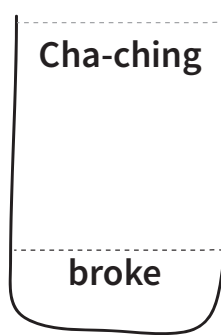
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## HAPPINESS



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

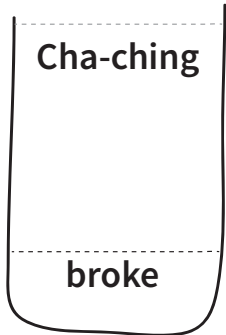
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## HOBBIES



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

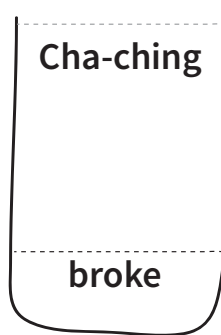
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## PHYSICAL HEALTH



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

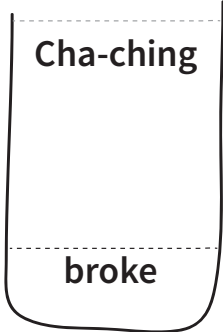
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## MENTAL HEALTH



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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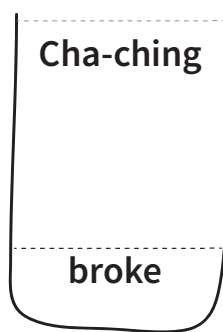
Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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*Doodle a line  
where you are  
in this area*

## FRIENDSHIPS

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

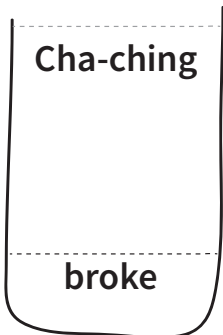
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## FAMILY RELATIONS



*Doodle a line  
where you are  
in this area*

Why do you feel this way?

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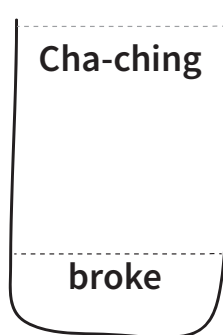
Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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*Doodle a line  
where you are  
in this area*

## LOVE

Why do you feel this way?

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Are there any behaviors  
or attitudes that contribute  
to why you feel this way?

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# Your Priorities

**What are the top 3 - 5 priorities in your life?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Write them down every single day for a month. They can be the same or different.

**How did you spend your day yesterday? Last week? Last month?**

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**Does your use of time reflect the priorities in your life?**

Yes

No

**Why or why not?**





# TRAINING 2 - Be The Change

The workbook exercises for Training #2 are designed to be completed after watching the training.

**Choose 1 priority to focus on this month:**

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**How will you know when you've made progress? Be specific.** (See next page for examples)

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## **I will know I've made progress on this priority because ...**

### EXAMPLES:

*"I will have established a consistent self-care routine in my schedule that includes dedicated 'me' time, and occasional breaks from work to recharge."*

*"I will have completed all my assigned tasks by the end of each day."*

*"Twice a week I will have spent 30-minute sessions actively connecting with my children without picking up / looking at my phone once by specific date."*

*"I will have asked for help at home and passed on 1 thing to person X to handle by this week."*

*"I will have consistently followed my monthly exercise schedule and managed to work out three times a week."*

*"I will have developed a stronger network of professional connections by attending networking events or engaging in regular conversations with industry peers."*

*"I will have successfully reduced my stress levels by implementing effective stress management techniques, such as meditation or practicing mindfulness."*

*"I will have read one book per month to expand my knowledge and personal development."*



# This is NOT about being productive 24/7

Create space in your life for things that are important to you. Ask yourself ...

**How can I make this simpler for myself?**

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**Am I over complicating this?**

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**What can I give back that is not mine?**

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# WELCOME TO TRAINING #3!

This training is about changing your thoughts to increase what your life is about and what it feels like.

## My Restoration List



What drains me?

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What restores me?

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# TRAINING 3 - PRACTICE

How to change your relationship with time.

**Identify whether your thoughts about time are:**

low quality

neutral

high quality

**Choose one thing to do to further the priority you chose to work on this month.**

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**Do a thought download of every to-do that needs to happen to get that thing done.**

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**What needs to be done first?**

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**Schedule that in your calendar now.**

**Do the thing.**

 **When you schedule time to do the thing.  
You will likely have resistance.**

*I could just do the thing instead of plan / schedule to do the thing.*

*I've failed at following through so many times, why plan / schedule if I'm not going to do follow through?*

*I don't have time.*

*I can do this later.*

*Maybe I don't really want this result.*

*Justification, justification, justification...*

## Be KIND to yourself as you schedule time.

Do not overschedule yourself.  
This is a perfectionistic thought error.

You know the things in your life that can get in the way,  
plan for those, ask for help.

Tell people, make arrangements, put your phone on the other side of  
the room or in another room.

Give yourself credit for **EVERY SINGLE** win.



Allow yourself to work at 70% VS thinking  
it needs to be done “perfectly”.



**ADDITIONAL NOTES:**

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