

# Personal Reflection Exercises...

## Keeping a detailed schedule keeps me productive.



### **Keeping a detailed schedule keeps me productive.**

In order to achieve all the things I want to achieve, I must keep a detailed schedule of my day. With all the tools available to me: planners, digital organizers, and web calendars, getting organized is easier than ever.

At the beginning of the week, I write down everything I want to get done in a journal. As I complete each task, I cross it off the list. Looking at all the crossed off items on the list makes me feel accomplished.

At the end of the day, whatever is still on my plate gets transferred to tomorrow's list. ***A new day begins with a fresh perspective.***

Feeling productive boosts my morale and fuels my desire to reach new heights. Periodically, I look back at all that I have already accomplished and find hope for the future.

Keeping a detailed list of tasks and an organized schedule of events helps me to stay productive. I make the most of each day and minimize wasted time. ***My detailed schedule shields me from***

### ***becoming frazzled.***

Efficiency and time are the main benefits of an organized life. My tasks are completed faster when I know what I'm doing in advance. An agenda even helps me to be on time.

I can keep a schedule and still enjoy my spontaneous side. I allow time for outings and give myself permission to indulge in my favorite hobbies.

***Today, I treat myself with dignity by respecting my own time and planning it carefully.*** I choose to make a schedule for this week giving myself the gift of peace and maximum productivity.

### **Self-Reflection Questions:**

1. How can I better organize my day?
2. How will I benefit from detailed planning?
3. Am I getting the most out of my day?