



# TEN STEPS TO STOP THE MADNESS AND CONTROL YOUR LIFE

## FIND THE TIME YOU NEED TO LIVE THE LIFE YOU DREAM OF

1. **List** all things/tasks that take time for you to do each day, week, month, season, and annually.
2. **Assign** an amount of time to each task. Tally the time it takes to complete all tasks, daily, weekly, monthly, annually.
3. **Analyze** is this amount of time realistic or putting you into overload.
4. **Schedule** these items/tasks in your calendar.
5. **Decide** realistically what to keep on your schedule and what to take off. Look at the tasks you have scheduled and select what to keep and what to let go. The goal is to have a comfortable manageable schedule with some free openings for new and exciting opportunities that move your life forward and help you fulfill your dreams.
6. Schedule **Focus Time**. Plan time to focus on you. Put your Focus Time on the schedule. Commit to allowing yourself Focus Time to dream, plan and implement your goals.
7. Stick to your new schedule and always ask this **No Statement**. **“Does saying yes to this help or keep me from living the life I have planned?”**
8. **Take off** an item/or task for every item you add to your schedule. Keep the time commitment value in mind and take off like tasks or several tasks to equal the amount of time the new task requires.
9. **Review and adjust** your schedule regularly. Stay in charge of your time. Stay in control of your life.
10. Make **Daily Focus** a habit. Start your day with your **Intention Statement**. **“These are the things I will accomplish today.”** Wrap up your day with a **review and gratitude** for what you have accomplished.