



MANAGE TIME &

PRODUCTIVITY

IN 5 DAYS

*A Mini Starter
Guide +
Workbook*

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HELLO, AMAZING ONE!

WELCOME TO THE TIME MANAGEMENT & PRODUCTIVITY GUIDE!

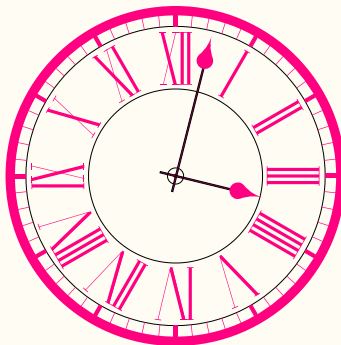
Hello you! :)

I am so glad you made the decision to sign up and that you've taken this first step in sorting out your time management and productivity strategies!

Managing our time well and being productive is something that so many of us struggle with, so I am super excited to be able to offer you some tips and strategies to ensure you are getting whatever you needed done.

Each page is packed with actionable tips on the topic of time management and productivity. There is also an entire section of reflection questions based off Psychology and Psychotherapy techniques that I use quite a bit in my work with clients. Take a couple of minutes each day to reflect on the questions and give yourself some time to implement these tips.

And you'll be well on your way to managing your time like a pro and being super productive!



01

REFLECTION TIME!

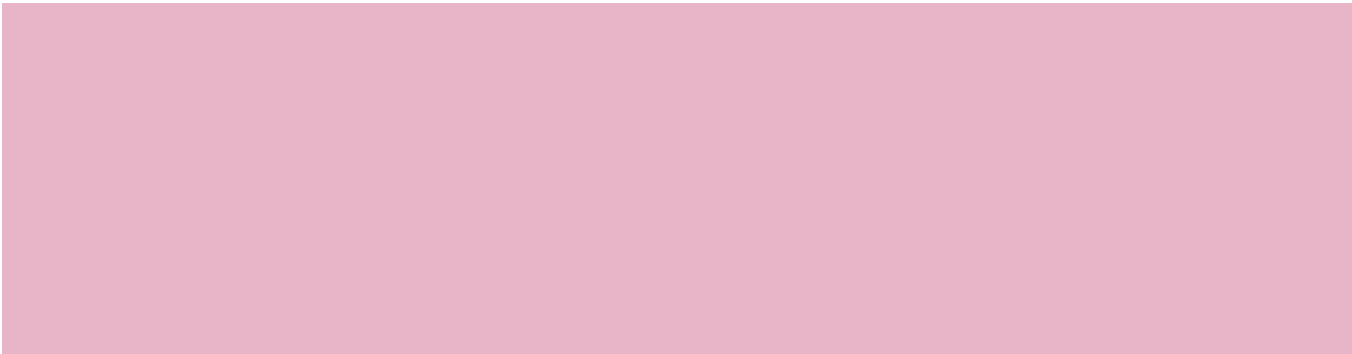
In this section, I will be introducing a few prompts and reflection questions that will help guide your thinking and reflect on your experience with your time management and productivity journey so far. These questions are modified from some of the Psychology and Solutions-focused brief Psychotherapy techniques that I use with my clients in some sessions. It's designed to gently guide you through your thought process and is perfect if you do not have prior experience with journaling and reflections.

A little tip to make this reflection exercises fun - go to a quiet comfy space for 20 minutes (or more!) grab your favourite beverage, put on some light music (jazz for me) and just allow yourself to relax into the process and feel what comes up for you. Close your eyes if you need to visualise your experiences.

1) How would you rate your time management and productivity skills on a scale from 1 to 10? Why?



2) What would help in pushing up your current ratings to a point or two higher? Or to a 10?



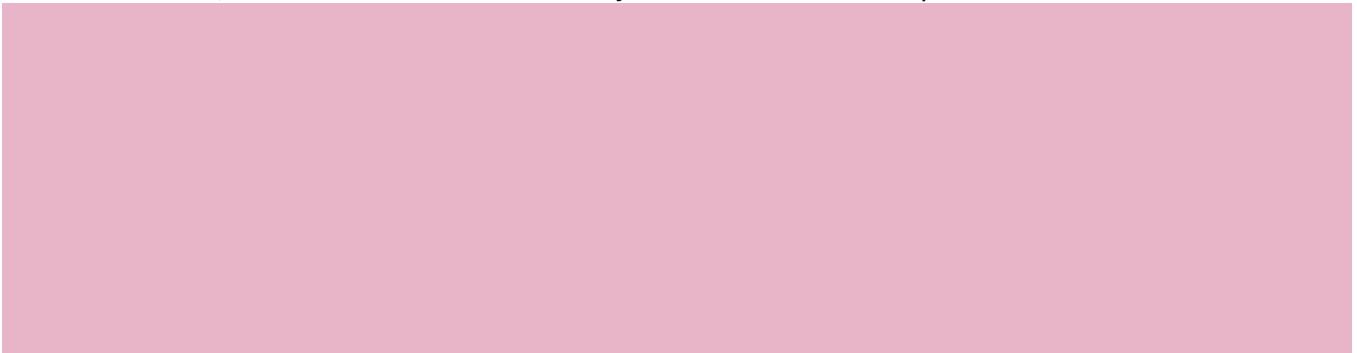
3) What has been serving as barriers to your time management and productivity efforts? What can you do to overcome them?



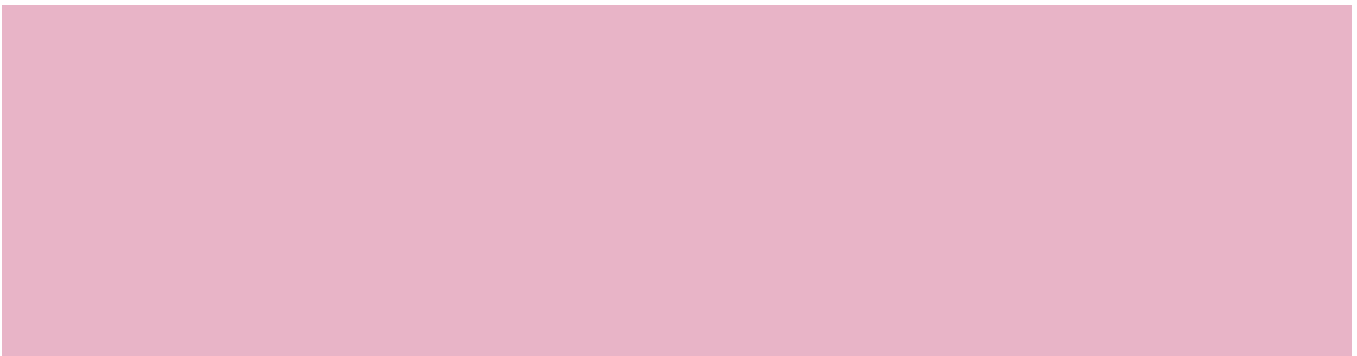
4) How has your relationship to time been all your life? I.e. do you waste a lot of time, are you punctual etc. Describe it in detail.



5) Who and what contributed to your current relationship with time?



6) What does "being productive" mean or look like to you?



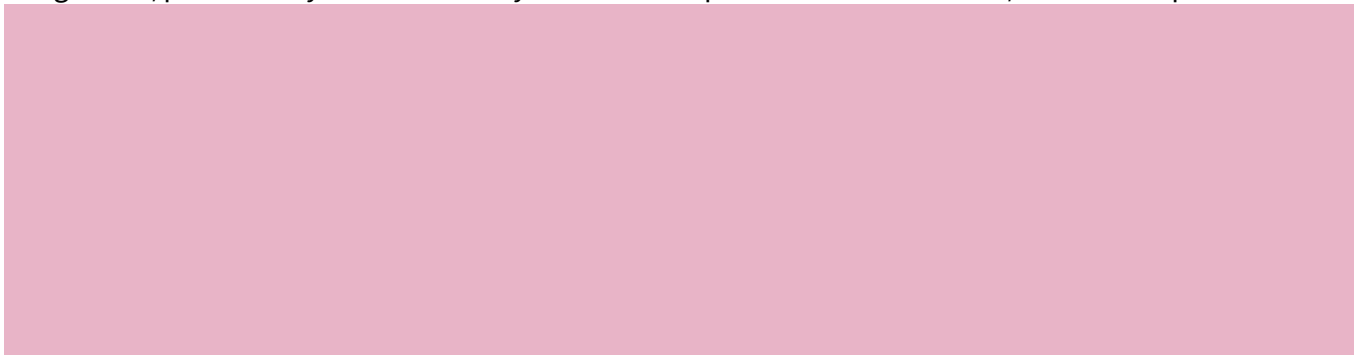
7) What (or who) in your life contributed to the definition of productivity in (6) above? What did you experience that led you to that definition?



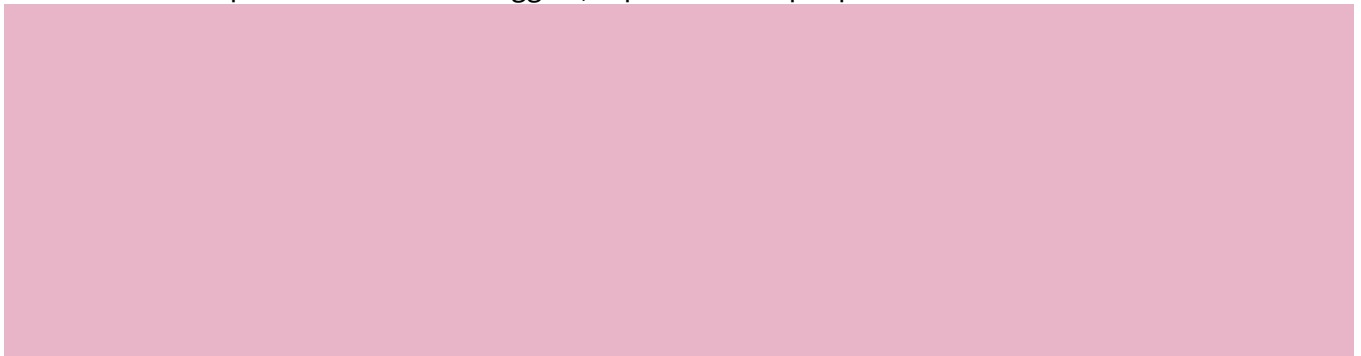
8) During the times when you've struggled with managing your time management and productivity, what kept you from falling apart?



9) There would definitely have been times in your life when you've felt like your time management/productivity was a 100 and you were on top of the world. Describe/list those experiences.



10) What were the common threads/themes in those experiences you described above? Was it the presence of certain triggers, experiences or people? Write them down!



11) What does having great time management/productivity skills look like to you? How would life look like? What would you be doing? Use all your five senses and your imagination to describe it in detail :)



02

SIMPLE 5-STEP PROCESS

For the next 5 days, commit to doing one of these exercises each day. If you feel that you need more days to process some of these exercises, you could take a longer time with it! Do it at a pace that feels good for you. And once you are done with all 5 of them, repeat them! Introduce them into your day to day living, and see how it starts to shift and transform your life. We want these exercises to become second-nature and automatic to us, so constant reminders of them will help immensely.

zzZ 1. HOW ARE YOU SLEEPING?

How do you sleep at night?

There have been countless studies and scientific reports coming out from the neuroscience field in particular that show how sleep affects our brains and subsequently our energy levels, focus and productivity in the hours that follow.

Studies have shown that most of us can't function on **anything less than 4 hours of sleep**. If we are not sleeping sufficiently, have poor quality sleep or constant disturbed sleep, it can really take its toll on our day to day activities.

Prolonged lack of sleep has also been linked to health problems, some studies finding evidence for **links to cancer**. So before diving right into the "hard" strategies, I'd like you to pause and reflect on your sleeping habits.

Are you optimising your sleep?

Sleep helps restore our body and mind.

In order to sleep well, turn off all screens (phones/TV) well before bedtime.

Eliminate any form of lighting - keep your room cool and dark.

There are people who liked wearing a sleeping mask and even earplugs to help them sleep better.

Mediation and doing light yoga stretches is also said to help aid with sleep.

zzZ How are you sleeping? (Cont)

Make gradual changes to your sleep patterns

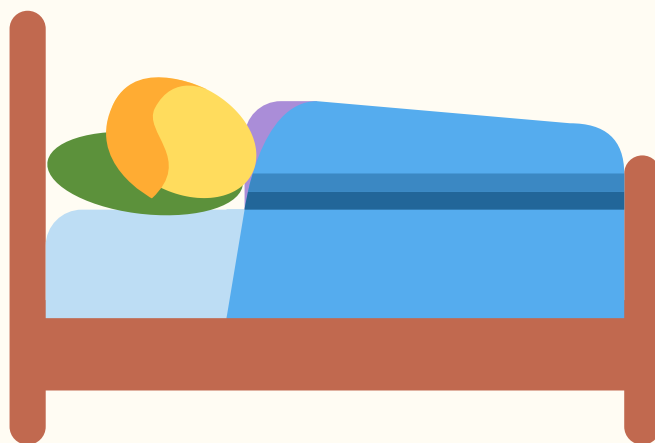
Science has shown great benefits to waking up early. Early risers are less stressed, more proactive and have more time to work on their stuff.

Is your alarm going off at 7am but you'd like to wake up at 6am instead? You have 2 choices - either you start waking up at 6am from tomorrow on OR you make gradual changes.

For example, you start waking up 5 minutes earlier each week until you hit your ideal wake up time.

Of course there are some of us that just function better at night. Our bodies are all different so it helps to explore how your body works with regards to sleep.

Understanding your body's sleep and wake cycles can help you be more in tune with your energy levels and be more physically and mentally prepared for the day ahead.





2. TIME-BLOCKING & WAITING-FOR LIST

1. Have a waiting-for list

Are you constantly having to wait on other people to finish a task or do something that may require lots of follow ups?

It can be really easy for these tasks to slip through the cracks when we get busy with other stuff.

This happens a lot to me at work, where replies and documents take weeks (sometimes months, yikes) to be looked at. And it's so easy to forget about them all.

What I found really helps is **Having a Waiting For List on my table or in my diary somewhere**. Somewhere conspicuous that I can look at daily.

Use this list to take note of everything you have been waiting on - emails, calls, documents etc.

This way, you will always be on top of things and people to follow up with.

2. Schedule everything (time-blocking)

Scheduling every event and task ensures more effective use of your time. You tend to be more aware of how much time you take for something and how much time you might be wasting.

I know this might sound like too much for some people - and it is for me too at times - but I find that it **really helps especially when you have too many things to do and are unsure how much time you will take for each**.

This is also really helpful for people whose minds tend to wander while they work, people who **tend to procrastinate and those who struggle to get things done without a deadline**.

Having an end time allows you to focus and gives you a goal to work towards. You might surprise yourself with how much you can get a lot done in a short amount of time.

II 3. BE FLEXIBLE. SIMPLIFY. TAKE BREAKS

1. Be flexible with your schedule

This runs counter to the tip I sent out yesterday.

Time blocking is great, but don't beat yourself up when you end up spending more time than the allotted timeslot. Instead, try to reschedule other items on your list.

Also, have sufficient buffer times in between tasks, and don't pack things too close together.

If you overrun your allotted time often, it's a sign that you need to re-look at how you estimate the time you are allowing for each task.

It's quite possible that you are **under-estimating the amount of time you need when getting something done.**

2. Simplify your life

Do you spend time listening to podcasts, reading magazines and blogs?

How about the endless number of subscriptions that land in your inbox? Are they all worth your time?

The same for physical subscriptions actually. Do you really need that gym membership or massage package? Are you paying for these things thinking that you will go someday but never do?

All these can get very overwhelming and you may be spending too much reading things in your inbox. Go through all your subscriptions/playlists etc and prune them. Keep the ones that you are most engaged with. Cancel the rest.



Be flexible. Simplify. Take breaks(Cont'd)

3. Want to get more done? Take frequent breaks

It sounds counter-intuitive, but breaks have several advantages:

- Giving your mind a much-needed rest; a chance to reflect on your work
- Giving you new ideas and perspectives

The mind has a fantastic way of working on something in the background whilst we go about life. I am always getting a new idea for something I'm doing when I'm in the shower or doing the dishes.

So do allow your mind space to breathe and it will reward you!





4. BATCHING. DOING MORE. RULE OF 3

1. Batch your tasks together

This works especially for tasks that can get done very quickly.

Set aside a specific amount of time **to attend to a similar batch of tasks**. EG: 30 mins for emails, another 30 for administrative tasks etc.

Batching means you don't have to constantly switch tasks, and the feeling of "flow" - when you are 'in the zone' and time slips away - is much easier to attain.

Our brains take time to adjust each time we switch our attention to a new task (this is also why multi-tasking doesn't really work), and this actually slows you down.

2. Do you spend more time planning vs doing?

Are you using multiple time management apps or have systems and techniques that are too complex and unsustainable?

Time Management tools should make your life easier, not more complex. Ditch any system or tool that takes up too much effort/time for simpler ones.

Also, try to refrain from keeping multiple lists in different places. Try to have one focused list that consolidates everything.

Once you've planned something, get started on it. Staying in the planning/thinking mode is a surefire way to not get anything done and is a sign that you are procrastinating on something.

3. Rule of Three

There's something about the number 3 that makes such a strong impression on us and enables memory.

Categorizing your to-do list or goals into threes can help keep you laser-focused and ensure you make effective use of your time.



5. WRITING YOUR GOALS. FREE TIME

1. Write your goals the night before

Set aside time the previous night, after your day has officially ended, to **write down your goals/to dos for the following day.**

You will be mentally prepared when the day begins and it also saves you decision-making time the next morning. However, be realistic about the goals you have planned for the day.

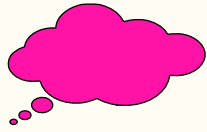
Stuffing in too much in one day can overwhelm you and cause unnecessary stress which may in turn lead to procrastination.

2. Make use of free time throughout the day

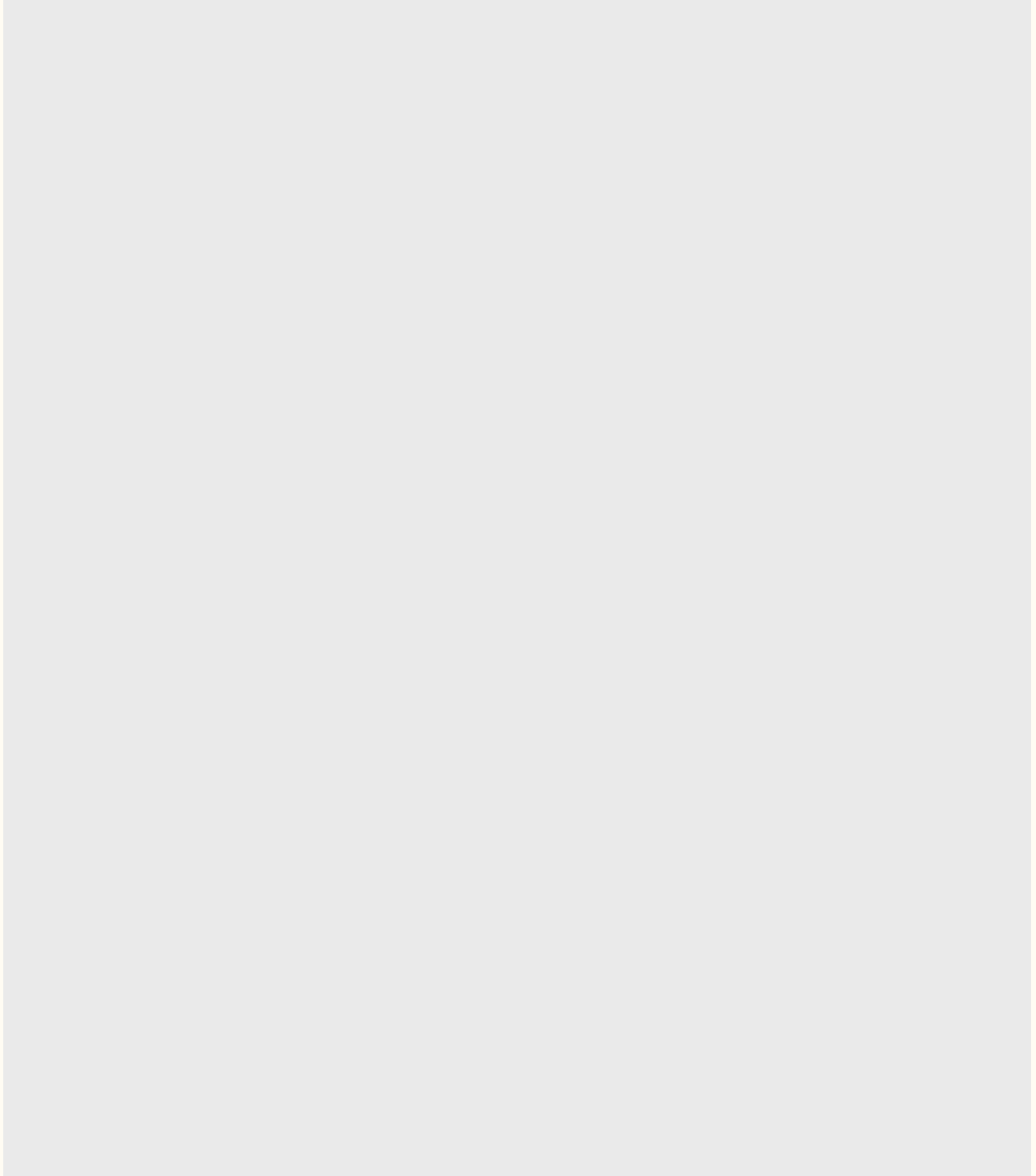
Consider the bits of free time you have scattered throughout the day.

The 20 minute subway ride to work, arriving 15 mins early for a meeting. 20 minutes here, 15 minutes there - cobbled together makes up quite a lot of time.

You could spend that time reading a few pages of a book or replying emails, for instance.



NOTES



03

NEXT STEPS

You've now started on the journey of transforming your time management skills and productivity. **Be patient with yourself.** These changes don't occur overnight. But if you dedicate yourself to these practices and do it more often than not, you will start to feel the shifts down the road. **Give yourself a huge reward for investing the time and energy into doing this work for yourself!** If you'd like to explore even deeper and make bigger changes for yourself and your life, **get in touch with me!** Check out my books and my coaching/tarot services (special price just for you!) on the next couple of pages. I'd love to be your Guide as you traverse this great journey towards living your best life. I am always available for a chat on Instagram (@abstractedcollective) or you can drop me an email anytime at (sara@abstractedcollective.com) =)

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Have you always felt like you were a sensitive soul, highly curious, hungry for growth and learning in this existence, but somehow you feel like the society you are living in – doesn't really give you the support and care that you need, that it only offers cookie-cutter one-size-fits-all solutions which make you feel like you kinda don't belong?

That you still feel lost, confused and unsure if you are doing stuff "right"? That even with all the well-meaning advice, you still don't feel empowered or confident enough to make your own decisions? That you do not know why you feel the way you do sometimes or that you are unsure what is bothering you but do not quite know how to soothe yourself?

Then welcome to my space! I created en Privado because none of the help and solutions that I was receiving from society and others, no matter how well-meaning, was really helping. So I created a space just for people who are struggling with the same thing that I did/still am!

My weekly newsletter has loads of tips, strategies, techniques and resources that deal with anything about personal growth and leading a life that you love. Topics covered include relationships, friendships, goal-setting, self-care, self-confidence, authentic business-building (for small-biz owners), spirituality and a whole lot more. I combine knowledge across different fields, tapping on my expertise as a researcher, writer, coach the past 10 years, with a MSc in Psychology and Neuroscience. I am a very spiritual person as well, so you will see a lot of solutions that cover topics like chakra, tarot, astrology and energy.

Come join this very cosy, warm, safe space – it will feel like you are holding a mug of hot chocolate, curled up in bed, pondering your life and watching the world go by. Come join and get your discount codes too! 😊

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#BONA FIDE BIZ

DOING BIZ THE WAY
THAT YOU WANT TO

*Listening to others' "rules", chasing
algorithms and feeling fear and lack
every step of the way is holding you
back from success. Let's overturn
that together!*

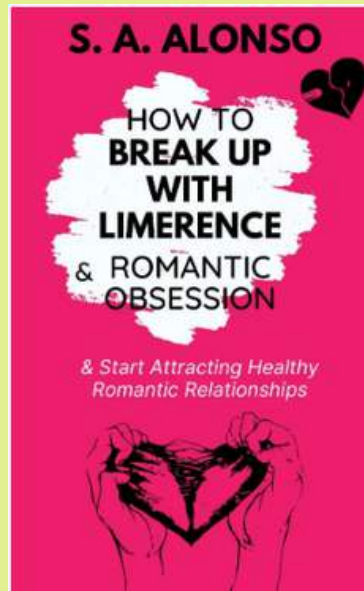
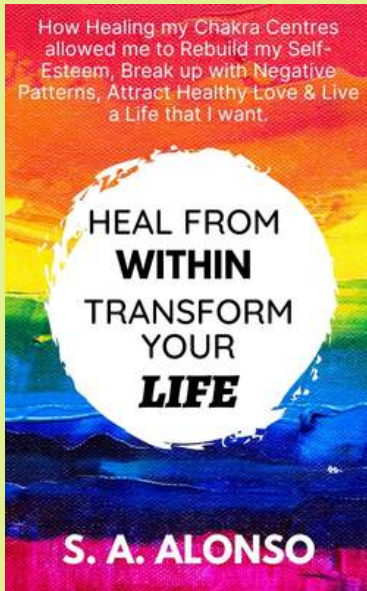
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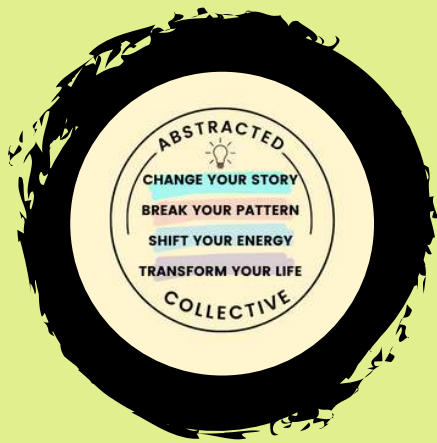
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ABOUT ME

S.A. Alonso (or Sonia as I am better known), strongly believes that anyone can live the life we desire if we learn how to tune into the authentic desires of our soul, block out what society and “others” have been telling us and develop inner courage, resilience and confidence in pursuing your dreams. I've found my calling in helping others find their own authentic paths through a balanced mix of spiritual and practical psychological & neuroscientific tools and have been supporting my community through my books, 1 on 1 Personal Tarot Readings and Coaching, the various mini trainings and programs I'm in the process of designing as well as through the various posts on my website, <https://abstractedcollective.com/>

I hold an MSc in Psychology and Neuroscience of Mental Health from King's College London, am a certified NLP Practitioner, and have 10 years of experience as a consultant, coach and researcher. I enjoy painting, daydreaming, milk tea, jazz clubs and exploring old, beautiful cities.