



PHYLISS FRANCIS
master your mind, maximize your results

Activities To Complete

A simple system to help you organize your “to-dos” so you can
save time & conserve energy.

“It is not enough to be busy... The question is: what are we busy about?”

– Henry David Thoreau

Introduction

Hi! My name is Phyliss Francis, and I acknowledge you for taking the time to invest in skilling-up and educating yourself. I have been professionally coaching and training individuals and groups since 1998. Through my years of personal growth, self-development and training within the coaching profession, I have learned valuable tools and techniques to support my clients and myself with creating self-sustaining success in our personal and professional lives. This starts with mastering your time...

Mastering Your Time

Balancing an entrepreneurial business, and family can be a real challenge when I'm not organized. If I have a lot of "to-do" items swirling in my head, I experience a time and energy drain because I am constantly thinking about all the things that need to be done. Instead of being *present* in the moment or fully engaged in an activity, my mind is all over the place because my energy is split on what I'm doing, what I think I should be doing, and what I haven't done... Have you experienced this before?

Here's a tool to help you stop leaking time and energy!

Activities To Complete...

1. Start with a brain dump of all the activities you need to complete to help break free of cycling activities to complete in your mind. Write down all your "to-do" items... Including shopping trips/list, follow-up items and undelivered communications or conversations.
2. Chunk down any items that seem overwhelming, like "declutter office" and break down into smaller chunks such as, "clear out 2 boxes of stuff each day", or "spend at least 30-minutes a day releasing items from the office".
3. Put a "D" next the items that can be delegated and assign them.
4. Prioritize the levels of importance and commit to completing the top 3 items each day (...or do more if you can with grace and ease).

Are you ready to master your mind, and maximize your time? This worksheet will help you start!

♥ Blessings & Gratitude,

Phyliss Francis

P.S.: Don't hesitate to reach out for support and additional information at PhylissFrancis.com.



Activities To Complete

"The journey of a thousand miles begins with just one step." - Chinese Proverb

Activities	✓

♥ I am open to this, or "something better for the highest good of all concerned." ♥