

“Entering a New Time Zone:” How to Reclaim your Time and your Life!

FREE REPORT

by Lynda Klau, PHD

**Doesn't everything die at last and too soon?
Tell me, what is it you plan to do with your one wild and precious life?**

**Mary Oliver
“The Summer Day”**

How many of the following statements speak to you?

"With work and my family occupying most of my time and energy, I feel the constant pressure to meet my responsibilities. In this way, I always “keep on going” and never sleep or relax enough. I wouldn't know how to start to find balance!"

"All day long, virtually every day, I can't escape my email, cell phone, and Blackberry— so much so that I feel like it's consuming my life and I can't focus on all I need to get done."

" Working in my office, my plans for the day constantly get derailed with interruptions and demands, so that by the end of the day it seems I haven't completed what I set out to do."

"I spend so much time dwelling on the past or planning for the future that I feel like the present is passing me by. I know I'm missing out on the joys of the present moment."

"Because my job doesn't speak to what I love, I rarely have time to focus on my passions or dreams. At the end of the day, I feel unfulfilled."

As a licensed psychologist and coach who has spent years helping people live in balance, I hear comments just like these on a daily basis. To say that most of us are facing a significant crisis in our relationship with Time would be a masterpiece of understatement. Harried, hurried, and exhausted, we have no idea how to free ourselves. Indeed, the majority of us have become Time's victims!

Clearly, we need help, and the problem requires a radical solution.

At *Life Unlimited*, our holistic, integrative approach offers a powerful way to help you reclaim your Time. This Free Report will help you become more aware of your conflicts and challenges with Time. More importantly, it offers a radical new strategy that allows you to enter a “New Time Zone.”

WHY DON'T THE “OLD SOLUTIONS” WORK?

Because they only deal with external behaviors!

Most traditional approaches to the topic of “Time Management” only ask us to change our behaviors, as if all our conflicts with Time could be solved simply by “establishing our priorities,” “sticking to a concrete schedule,” or “organizing our files.” These solutions are logical, but they're

not psychological: they ignore the emotional conflicts and pressures that influence us on the most fundamental level.

While it must be acknowledged that external pressures and distractions inundate us constantly, their effect on us triggers internal conflicts. These conflicts cannot be addressed on an external level alone. In fact, when left unchecked, our unconscious psychological conflicts influence our behaviors profoundly and can wreak havoc on our ability to maintain a healthy equilibrium with Time.

Here are two examples of how psychological issues can interfere with efficient Time-Management:

* You're the director of a branch of a real estate company. You're writing a promotional piece to advertise a new housing complex. Each time you sit down to work, you're inundated with interruptions: a co-worker asks you a question, the phone rings and the secretary is out to lunch, your daughter calls from school to say she's sick. By the end of the day, exhausted, you realize that you had been forced to write your piece within scattered, fifteen-minute chunks of Time.

* You've been assigned to prepare a presentation at work for a group of your colleagues. With the best possible intentions, you decide to start working on the project in the morning, when your energy is usually at its best. Even though you've left your whole morning free, you keep putting off the presentation until the last minute. By procrastinating, you've wasted your best energy and end up rushing to finish the presentation in a crisis mode.

Although the first example might seem to describe only external factors interfering with time, under the surface varying degrees of psychological conflicts might be at work as well. These could range from discomfort with creating personal boundaries, to setting limits, to inability to delegate and give up control. Although we can't always change external situations, we do have the power to change our internal responses to them. This greatly enhances our time-management abilities, our energy, and our quality of life.

Similarly, no amount of external time management solutions can address the unconscious internal conflicts that cause procrastination. These could range from beliefs such as: "They'll judge and attack me," "I'm not good enough to do the job well," or "I'm terrified of speaking in public."

WHERE THE NEW SOLUTION STARTS: Time Management Is Really Self Management

Each of us is a composite of body, mind, and spirit. Any successful approach to time management must incorporate all of these levels of our being— the physical, the emotional, and the spiritual— each of which shapes the way we interact with and relate to Time.

Neglecting to address these "inner factors" of Time will interfere with the best of all intentional plans. Rather than just managing behavior, healthy Time management ultimately boils down to "self" management. This means being in touch with all parts of yourself, and responding to any situation from a place of awareness and choice, rather than being pulled off track by external pressures or your own unconscious feelings and beliefs.

As you become increasingly conscious of the psychological, spiritual, and bodily factors that inform the way you relate to Time, you will radically improve your relationship with it. This will be your passport to a "New Time Zone."

Picture the possibility of living in a "New Time Zone": You have created a life that is right for you. You live increasingly in the present moment. You're truly love your job. You work in a supportive, productive environment. You take time for yourself. You're not run by fear. You can

enact your list of priorities. You're not constantly rushing. You experience the value of balancing work and rest, "doing" and "being." You know how to take charge of Time and run your life.

MINDFULNESS: YOUR PASSPORT TO A "NEW TIME ZONE"

If developing awareness is the key to improving your relationship with Time, a powerful way to build awareness is to practice "mindfulness." Originally derived from the Buddhist tradition, but increasingly applied to a wide-spectrum of Western modalities for mental and physical well-being, mindfulness is the practice of bringing your awareness to what is happening in the present moment. This refers to what is occurring for you internally (your thoughts, feelings, and beliefs) and externally (the environment around you) from moment to moment. It is a radical wake-up call to become conscious of all parts of yourself, shedding clarity upon the unconscious behaviors, thoughts, and beliefs that had been running you.

This place of clarity offers another perspective from which we can witness whatever is occurring in the present, internally and externally, without judgment and without identifying with feelings and beliefs that interfere with our relationship with time. This compassionate, objective observer offers us another ground on which to stand, so that can you become conscious of limiting beliefs, such as "I have no time" or "I'm a horrible organizer" or "I'm terrible with Time" without identifying with them.

Simple Steps for Developing Your Mindful Awareness

Here's traditional, easy-to-follow exercise:

- Sit down in a room where you won't be disturbed
- Close your eyes and focus your attention on your breathing
- Sense yourself inhaling and exhaling.
- As a beginner, it's natural for your attention to become distracted from your breath.
- When this happens, don't judge yourself. Simply return to your in-breath and your out-breath.
- Practice the above steps until you have enough of an ability to observe your thoughts, feelings, and beliefs without identifying with them.
- From this place, continue to focus on your breath, allowing your thoughts, feelings, beliefs and bodily sensations to enter the present from an attitude of openness, curiosity and love.

Developing mindful awareness isn't just limited to exercises like this. Mindfulness can be practiced in many other ways: from washing the dishes, to weeding the garden, to listening to music, or doing yoga.

Mindful awareness accomplishes two things: by focusing your attention on your breath, you develop your stillness, your observer. Simultaneously, you become aware of the automatic, unconscious thoughts, feelings, and responses that may have been running you. Even after a few minutes, you'll likely become calmer and mindfully aware of the truth about your thoughts, feelings and actions.

HOW MINDFUL AWARENESS HELPS YOU RECLAIM YOUR TIME

The more you become mindfully aware of your self from moment to moment, each level of who you are, body, mind, and spirit, will communicate to you more powerfully, clearly and openly. This open channel of communication with all parts of yourself will reveal what issues— past or present, internal or external— are interfering with your ability to take charge of Time.

When you become aware that these distractions result from your psychological conflicts, you can identify them and deal with them effectively. Rather than continually trying to change your

external behaviors, which just leaves you more confused and overwhelmed, you'll be free to address the root of the psychological issue that underlies the symptom of your struggle with Time.

MAKE MINDFULNESS A WAY OF LIFE

In the words of the poet Stanley Kunitz: "You must grab ahold of time and draw it into your self. You must train it so that it corresponds to your own interior rhythms. Otherwise, you'll be chasing it all your life."

To truly take charge of Time requires making mindfulness a way of life. Rather than meditating one or twice a day, this means choosing to remain increasingly aware to your body, your feelings, and your beliefs at all times. This means respecting your own natural rhythms of energy and adjusting to the situation in a way that corresponds with them as much as possible. As soon as you become aware that you've temporarily slipped back into unconsciousness, you notice your slip and choose to "wake up" again.

This might involve taking a ten-minute nap, closing your office door, taking an extra long lunch or a walk around the building, turning off your cell phone or Blackberry, or saying "No" to requests that distract you from your purpose.

Every time you return to your mindful center, you renew your energy and return to your true self. From here, you have the power to choose your response to whatever arises in your life. This is true freedom.

When you have developed mindfulness as a way of life, you're able to pay attention to important deadlines and timeframes while still giving yourself the space to enter the fullness of the present moment, the source of your calmness, creativity, and inspiration. In this way, you live at the intersection of Time and Timelessness.

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Dear Reader,

What did you gain most from reading this report?

Was this report useful to you? If so, how?

Did this report fail to address some of your lingering struggles with Time? If so, what are they?

Did the report include any content that you didn't understand or which you'd like to clarify further?

Post your comments on my Blog <http://Unlimited-Time.com> and Come and Join the Conversation!

I'll respond to your individual comments, suggestions, and feedback.

Your responses will help shape the form and content of a global, online seminar I'll be creating called "Entering a New Zone: Real Solutions To Time" which will be customized to meet your unique needs.

See you in <http://Unlimited-Time.com>.

Lynda

