

# Personal Reflection Exercises...

**I produce mental and physical traction through time management and constant activity.**



**I produce mental and physical traction through time management and constant activity.**

Consistent action and good time management skills keep me focused on where I want to go. Therefore, I take the time to plan my day according to my priorities and then follow my schedule to the best of my ability.

It's like having enough traction on the tires of my car. Traction keeps it from slipping and sliding on the road so I don't end up in a ditch somewhere. Likewise, time management is like a set of good tires. ***They keep me from slipping off into distractions.***

I find that the more I improve my time management skills, the easier it is for me to stay on track.

For example, ***scheduling some easy tasks first allows me to get started quickly and build momentum.*** Building in flexibility in my schedule gives me the time to deal with important distractions so I can get back to my tasks with time to spare.

Constant activity enables me to be productive. One of the laws of physics states that a body in motion tends to stay in motion, while a body at rest tends to stay at rest. It takes more energy to get a body at rest going again than it does to just keep it going.

With this knowledge, I limit my periods of inactivity, like sitting on the couch watching TV. I know how hard it is to get back up and get motivated for my tasks again, so ***I rest when my body or mind needs rest, and I stay active the majority of the time.***

Today, I am taking the time to create an efficient, flexible schedule so I can stay active until my tasks are done.

## **Self-Reflection Questions:**

1. Do I take the time to create a schedule for each day?
2. How can I include some flexibility in my schedule?
3. How much time do I spend watching TV when I could be working toward my goals?