



Presents

Noontime Learning Series

The Time is Now!

Cindy Loughran

Making Time For The Things

That Really Matter

CBL Associates

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THE TIME IS NOW!

Making Time For The Things That Really Matter

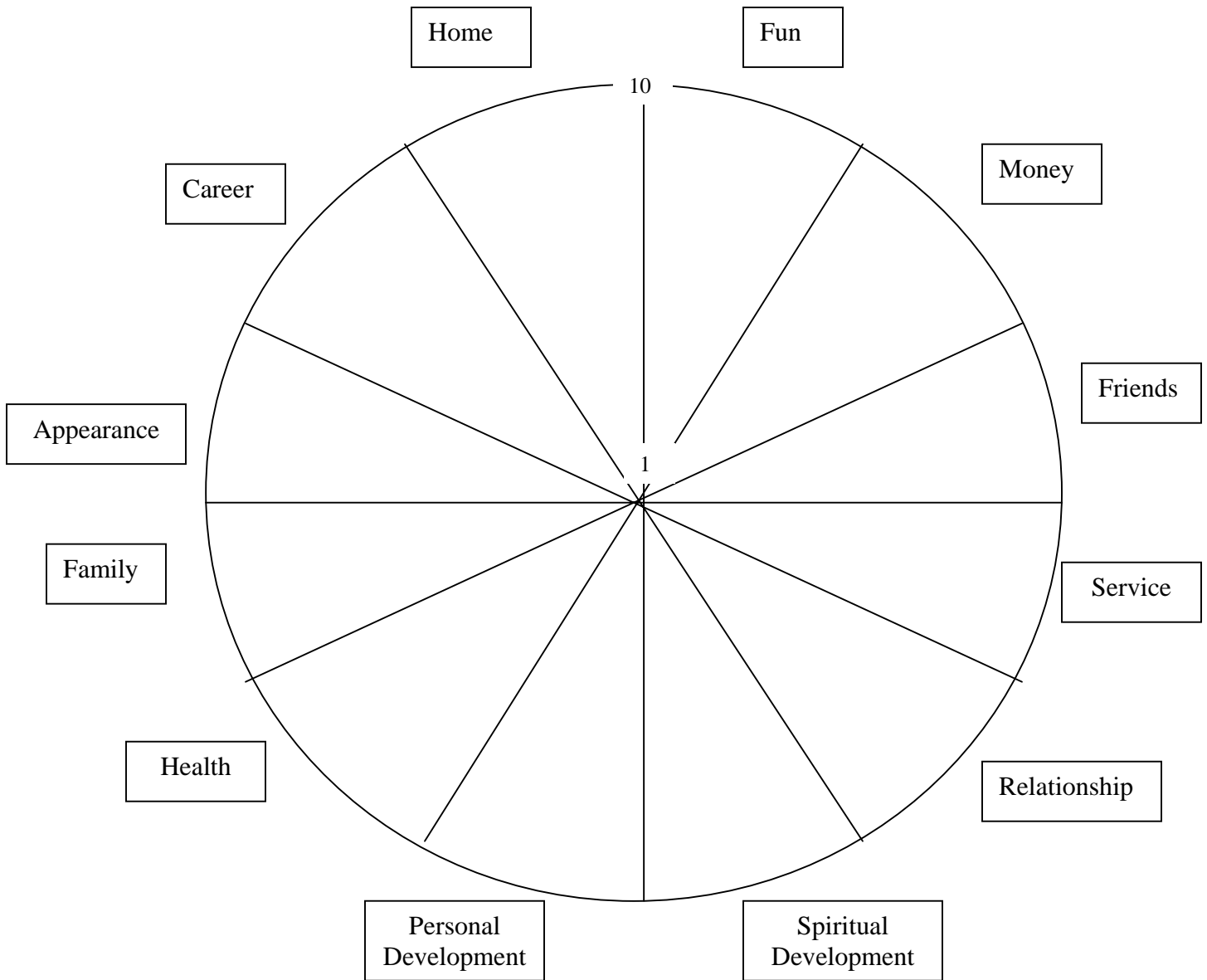
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Life Area Balance Wheel

1. In each pie wedge, draw a line that represents your current level of satisfaction in this area of your life (10 (outside edge) = very satisfied, 1 (center of wheel) = extremely dissatisfied).



As Soon As...

For each of the 12 areas of life, write down the things you'll do to 'as soon as...'

<u>FAMILY</u>	<u>HEALTH</u>	<u>MONEY/FINANCES</u>
<u>HOME</u>	<u>FUN</u>	<u>CAREER</u>
<u>PERSONAL DEVELOPMENT</u>	<u>SPIRITUAL DEVELOPMENT</u>	<u>RELATIONSHIPS</u>
<u>FRIENDS</u>	<u>SERVICE</u>	<u>APPEARANCE</u>



RULES AND BELIEFS

What are some of the rules and beliefs that prevent you from making the changes you'd need to make in order to get to your priorities?

Complete the following sentences:

1. Good _____ do _____.
(professional title)

2. Good _____ do _____.
(personal identity)

3. Other people _____.

4. If I (don't) _____, I _____.

5. _____.

6. _____.

How might you reframe those rules and beliefs?

1. _____.

2. _____.

3. _____.

4. _____.

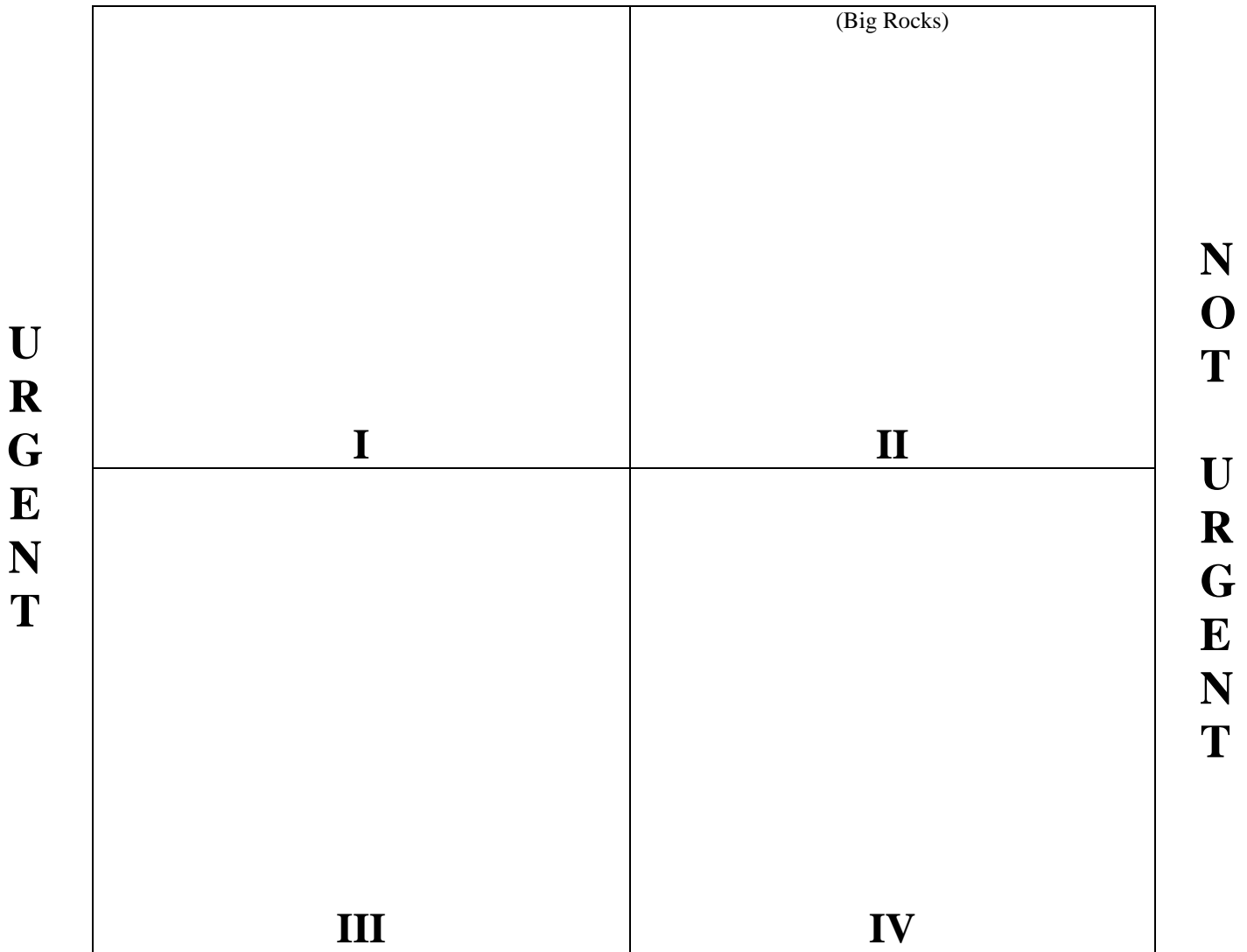
5. _____.

6. _____.



Your Personal Time Matrix

IMPORTANT



NOT IMPORTANT



STEPS FOR GETTING AROUND TO IT NOW!

1. Determine what is important to you.
2. Identify your current reality in each of the important areas.
3. Visualize your ideal.
4. Prioritize the important areas.
5. Select your top priority area.
6. Determine the possible steps to close the gap.
7. Set realistic, measurable goals.
8. Identify necessary resources and support.
9. Honor yourself. Schedule time to take even a small step every day.
10. Be in the present.
11. Ask for help when you feel stuck.
12. Celebrate small successes!



Cindy Loughran

Cindy is a nationally known and respected speaker, facilitator, consultant and coach with a strong reputation for her work in Communication, Performance Management, Teambuilding, and Leadership Development.



For over 25 years, Cindy has worked with individuals and teams in a variety of industries, helping them discover new ways to bring their whole, best selves to a task in order to accomplish the things that are most important to them and their success. She helps her clients experience greater success with a sense of well-being.

A certified professional coach, Cindy has been a contributor to national trade and business journals. She holds a degree in Communication Studies from the University of Vermont as well as certificates in advanced coach development programs. She is certified in the use of several assessment instruments including the Platinum Rule Personal Style Assessment and Index for Emotional Intelligence.



