Using Time as a Tool for Transformation™ Guide

Reclaim your time and make it work for you and not against you!

Professional & Personal Institute of Excellence

www.ppieglobal.com

Unlock Your Time: A Guide to Intentional Living Using Time as a Tool for Transformation™

Introduction

Welcome! This worksheet is designed to help you explore the concept of "Time as a Tool for Transformation™," as explained by CEO and Founder of Professional & Personal Institute of Excellence, Jacqueline Tamri. [Link to video]

By actively engaging with the following exercises, you'll gain valuable insights into your time management practices and discover how to leverage time for positive change.

1 Reflection & Awareness - Where Does Your Time Go?

Take a moment to reflect on the past 4 hours. In the table below, list the activities you engaged in, including the approximate duration of each activity.

Activity	Duration
Example: Scrolling Social Media	*1 hour*

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2 Intentional Assessment - What Did Your Time Achieve?

Now, review each activity and ask yourself the following questions:

Did this activity align with my values and priorities?
Did this activity contribute to my goals or bring me closer to what I want to achieve?

Circle "YES" or "NO" for each activity in the table below:

Activity	Aligned with Values/ Priorities	Contributed to Goals?
Example: Scrolling Social Media	Yes/No	*Yes/No*
	Yes/No	Yes/No
	Yes/No	Yes/No
	Yes/No	Yes/No
	Yes/No	Yes/No
	Yes/No	Yes/No

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3 Time Transformation - Create Intentional Change

Looking at your responses, identify three activities that had the lowest alignment with your values/priorities or goals. Write them below:

Brainstorm:
How could you have used those time blocks differently to create a more positive and aligned outcome?

What activities that you value could you have chosen instead?

Ready for Deeper Transformation?
If you're ready to take control of your time and create a life of purpose and fulfillment, learn more about our upcoming AFT© Life Coaching Practitioner Certification Course.

Get the tools and techniques to master your time, break free from limiting beliefs, and achieve your goals. Click on the below link and book your FREE call now!

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