

TIME MANAGEMENT FOR FAMILIES

HOMework

1. Edit "My Perfect Day" and think about what it means. Some parts of your dream will have to wait, but you can have many of your wishes right now. Get to work to make it happen.
2. Take a half-hour and think about who you want to be, what you want to accomplish, and what you want to experience in this life. Make a list and put a star by one item that you can start on right
3. Make a long term goal. Remember these steps:
 - A. Dream BIG
 - B. Make it specific. Try to find some way to measure your progress toward the goal.
 - C. Develop a realistic timeline and target date.
 - D. Break it down into small steps, including what you can do in five minutes today.
 - E. Believe it. Make affirmations and repeat them often. Associate with people who believe in you.

RESOURCE LIST

A Housekeeper is Cheaper than a Divorce, Kathy Fitzgerald Sherman - available at www.LifeToolsPress.com

Organizing from the Inside Out and Time Management from the Inside Out, Julie Morgenstern

Simplify Your Life, Elaine St. James

Wishcraft: How to Get What You Really Want, Barbara Sher

Speedcleaning, Jeff Campbell

How to Get Control of Your Time and Your Life, Alan Lakein

The Tightwad Gazette, Amy Dacyczyn

BENJAMIN FRANKLIN'S LIST OF VIRTUES

(from The Autobiography)

1. **Temperance:** Eat not to dullness. Drink not to elevation.
2. **Silence:** Speak not but what may benefit others or yourself. Avoid trifling conversation.
3. **Order:** Let all your things have their places. Let each part of your business have its time.
4. **Resolution:** Resolve to perform what you ought. Perform without fail what you resolve.
5. **Frugality:** Make no expense but to do good to others or yourself; i.e., waste nothing.
6. **Industry:** Lose no time. Be always employed in something useful. Cut off all unnecessary actions.
7. **Sincerity:** Use no hurtful deceit. Think innocently and justly; and, if you speak, speak accordingly.
8. **Justice:** Wrong none by doing injuries or omitting the benefits that are your duty.
9. **Moderation:** Avoid extremes. Forbear resenting injuries so much as you think they deserve.
10. **Cleanliness:** Tolerate no uncleanness in body, clothes or habitation.
11. **Tranquility:** Be not disturbed at trifles or at accidents common or unavoidable.
12. **Chastity:** Rarely use venery but for health or offspring - never to dullness, weakness, or the injury of your own or another's peace or reputation.
13. **Humility:** Imitate Jesus and Socrates.

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