**Time Management On Purpose**

A personal approach to what to do when

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Sample material

I. The intersection between life purpose and time management

It’s impossible to do everything, so we need to make good choices. The best choices are in sync with our individual life purpose. They’re satisfying; they give us energy. Discovering life purpose proceeds differently for each individual.

II. Taking a step worksheet (see handout package)

III. The ABCs -- managing Attention, Boundaries, and Choices (see handout package)

Techniques to build any task into your day, referencing the ABCs handout

Q&A

Satisfaction practice to identify techniques that could help

IV. What lights you up worksheet

What past experience really felt good, tapped into some spark?

What is your current work?

Small group brainstorm on how the current work could be related to the spark experience

Satisfaction practice to capture good ideas from the brainstorm

V. Untangling the factors

Individual sorting of To-Do list items, isolating different factors. Which tasks could link to purpose? Group process

VI. Next step

Individual reflection on satisfaction practice, identifying a good next step

Group witnessing

We receive so many prompts about what to do -- fulfil this job requirement, meet these family obligations, do what the surrounding culture asks of us. This session helps us step back from the prompts to base our personal time management choices in who we really are.

We’ll alternate between exercises to awaken awareness of our particular life purpose, and exercises to practice strategies to make time management choices in tune with that purpose.

Each person comes to life purpose differently. Some consider their place in society, their job/vocation, their talents & passions, family & friends, relationship with the earth, serving others, physical mastery. Some explore what freely comes to mind – what they do every day. Others dig down deep, uncovering patterns that have persisted over the years. Some people know exactly what they’re meant to do from the get-go. Others try out many paths, and even in the elder years, may still be learning, uncovering, exploring.

Wild Geese by Mary Oliver

You do not have to be good.  
You do not have to walk on your knees  
for a hundred miles through the desert repenting.  
You only have to let the soft animal of your body  
love what it loves.  
Tell me about despair, yours, and I will tell you mine.  
Meanwhile the world goes on.  
Meanwhile the sun and the clear pebbles of the rain  
are moving across the landscapes,  
over the prairies and the deep trees,  
the mountains and the rivers.  
Meanwhile the wild geese, high in the clean blue air,  
are heading home again.  
Whoever you are, no matter how lonely,  
the world offers itself to your imagination,  
calls to you like the wild geese, harsh and exciting  
over and over announcing your place  
in the family of things.