



Manage

E-BOOK

MANAGE YOUR TIME & STRESS

ROCKS, PEBBLES, SAND

We only have a finite number of hours in the day. How do we make sure to take care of the things that are most important?

Imagine an empty glass jar, this represents our finite amount of time. We can fill this jar with:



Rocks (our top priorities): family time, work, health & fitness, faith, friends, etc.



Pebbles (things we enjoy that bring fulfillment and satisfaction,): travel, hobbies, vacation, etc.



Sand (all the things that fill our time and space that are not necessities): social media, television, video games, etc.

If we fill the glass jar with sand first, we leave no space for either our rocks or pebbles (our top priorities). When we make a plan to prioritize our time, we put in the rocks first, then the pebbles, and we still have some space leftover for some sand!

TIME DIARY

The way we spend our time (finite resource) is a reflection of our values. By scheduling our time we prioritize what we value most and live into the life we want for ourselves and our families.

We give priority to our rocks to spend our time doing what is most important to us. We fill in our pebbles to keep the things that help us to thrive. If we fail to plan out our time, we end up with too much sand and not enough time for the important stuff.

Choose a day each week to write out your time diary. Update your diary each night before bed with tomorrow's schedule and most important tasks.

Manage your time to spend your time intentionally and create the life you want for you and your loved ones!

****Next Step: write out a time diary for the week!***

“

*If we have time
to be on social
media, we have
time to log our
nutrition.*

”

MAKE A TIME DIARY

To make a time diary, pick a day each week and plan what your week is going to look like. Use a pre-made journal or planner, or print out a weekly spreadsheet to get started.

Step 1:

Make sure to block out time for your rocks first (your top priorities). For example if you work Monday-Friday 8am to 5pm, block that time off. If you exercise 5 days a week from 6am-7am, block that time off. If you have family activities planned for the week, block that time off. Block off time for your sleep schedule (what time do you need to be in bed to get 8 hours of sleep?).

Step 2:

Now we need to put in our pebbles. Block off time for upcoming travel and for your hobbies. Block off time for anything that is necessary for you to thrive!

And if you have time leftover, you can fill this with sand! Your favorite T.V. shows, games, etc.

SPHERE OF CONTROL

When we focus on what we can control we stop our thoughts from spiraling out of control, and act intentionally to improve the quality of our lives.

Life comes with uncertainty. Uncertainty often causes anxiety and stress. When we are anxious and stressed out it is easy to lose focus and let our thoughts spiral out of control.

We can organize our thoughts into three categories:

1. What we have little to no control over
2. What we have some control over
3. What we have full control over

Full Control:

We always have control over our mindset, effort, identity, and values.

Some Control:

We have some control over our schedules, our environment, and the people we surround ourselves with.

Little to No Control:

We have little or no control over other people's thoughts & actions, our past actions, the present circumstances or situation we find ourselves in, or any outcomes that are a result of our effort.

Focus on What We Can Control

When we focus on what we can control we stop our thoughts from spiraling out of control. We recognize that we can do our best in any given circumstance to give full effort towards our desired outcome.

Practice:

Take out a notebook and write out what thoughts are causing stress or anxiety due to people, or circumstances that are beyond your control.

For each of these situations think about what you do have control over to make the best of each situation. Write out a few things you do have control over for each situation.

PLAN. ACT. ADJUST. REPEAT.

Make a plan. Work the plan. Adjust the plan. Repeat.

Without a plan a goal is just a wish. With a plan a goal is a series of daily habits and systems that propel us towards our desired end state. When we have a plan we have a clear focus, a direction to head towards, and we can work out the logical steps necessary to be successful.

A plan helps us to determine what the halfway point to our goal is, what the halfway point to the halfway point is, we can determine the monthly, weekly, daily steps are that we need to take to reach our goal.

Step 1. Make a Plan

What are the milestones you need to reach in order to reach your goal? What steps do you need to take to reach these milestones? What are the resources do you need to acquire, information to be learned, relationships to be developed?

Step 2. Work the Plan

Start today. Start with the smallest possible task. Just start!. The Journey of 1000 steps really does begin with 1 step. Don't worry if the plan isn't perfect. Expect to fail at times, this is why there is a step 3!

Step 3. Adjust the Plan

"No plan survives first contact with the enemy". As soon as we start to work the plan, we may find more efficient ways to accomplish parts of our goal, we may try different ways and fail and learn from our failures to adjust the plan going forward. Don't be afraid to adjust the plan as necessary!

Step 4. Repeat the Process

Repeat the process again and again until you succeed. Evaluate your markers for success, and set new ones as necessary. Work the plan every day (consistency is king). Adjust the plan as many times as needed until you reach your goal.

STRESS MANAGEMENT

Stress is in large part the story of cortisol aka, the "Stress Hormone".

When we are stressed our bodies increase cortisol, which has been linked to weight gain, including higher levels of visceral fat.

Stress Stops Healthy Habits

"The link between stress and weight gain is real, mainly because healthy habits like getting enough sleep, exercising and eating a healthy diet are harder to maintain when you feel like you're maxed out emotionally." - Dr. Heinberg

When we manage our stress we make it easier to lose weight, get more sleep, exercise consistently, and make better nutrition choices. Take time to treat yourself, and use these tips to manage your stress so you can live optimally!

WAYS TO MANAGE STRESS

Exercise

Exercise pumps up the production of your brain's feel-good neurotransmitters, called endorphins, and improves your mood!

Mindfulness Training

Practice mindfulness training, such as: meditation, prayer, breathing exercises, and journaling.

Physical Contact

Get more physical contact—even as little as 6 seconds of physical contact can help to boost oxytocin, a stress fighting hormone.

Eat Healthy

Eat a healthy diet—managing your weight can help to manage your stress, and managing your stress can help to manage your weight.

Rest & Recover

During deep sleep our bodies create hormones that allow us to recover, changes our cognition, affects our decision making abilities, aids in memory consolidation, helps motor skills sink in, and reduces inflammation.

Get Some Sun

Sunlight gives us vitamin D3, helps us make serotonin, which becomes melatonin, which helps us to sleep better.

Reduce Alcohol consumption

Alcohol essentially spikes our cortisol, and, similar to taking a sleep drug, we don't enter into deep sleep and lose all of the benefits and adaptations that happen during deep sleep.

When we reduce the stress of our daily lives our bodies are better able to perform optimally, we feel better, we think better, we do better in our jobs and are able to be more present in our relationships!

SEASONS OF LIFE

If no one has told you that it's ok to take breaks from working on your health and fitness, I'm here to tell you it's ok to take breaks from working on your health and fitness.

I don't think of this as losing momentum, I think of it as seasons of life where work, family, or finances take precedence over fitness.

It's ok when you are going through a season of life where work, family, or finances take precedence over fitness. Everyone has those seasons of life. But when the season is over it's time to get back to working on our health and fitness goals!

When life gets crazy we are quick to put our own health and fitness goals on the back burner. And sometimes this is the best thing to do to give our time/energy/resources towards another important part of our life.

But, we are most able to give the best of ourselves when we are at our best. To be at our best we need to be constantly working on improving our health & fitness.

We are happier when we workout. We feel the pride of the hard work we put in. We want to fix our diets to sustain the hard work we put into the gym. We want to sleep more after the strain of a hard days work. We reduce our stress by working out, eating healthy, and getting enough sleep.

When we schedule our time so that we can workout, plan our meals, set a bedtime routine to get to bed on time so we can get enough sleep, all of these things take effort, but all of this effort helps us to thrive. And when we thrive we feel good, we can give our best effort at our jobs, we are able to be more present with our loved ones.

We all have seasons of life when circumstances take away our ability to work on our health & fitness, that's part of life. If you are going through this now, that's ok.

As soon as you are able to begin to work on your workouts, sleep, nutrition, and managing your time & stress, begin again. As soon as you are able. You are worth living into your best self.

5 STEPS TO GETTING BACK ON TRACK WITH HEALTH & FITNESS

If you find yourself in a place where you are missing your workouts, stressing out, under-sleeping, and over eating, etc. here are the 5 steps back to being healthy & fit.

1. Ask yourself “Why”

If you have a strong enough reason for getting somewhere you can overcome almost any obstacle to get there.

Write down the answers to these questions:

- “Why is fitness important to me?”
- “What are the consequences of continuing to neglect my health & fitness?”
- Who all is affected when I improve my health and fitness? And, who does it hurt when I am not healthy & fit?”

2. Schedule out your next two weeks worth of activities

What are your top priorities for the next two weeks? What activities are you doing that are not consistent with your goals and values? Evaluate your current schedule with the activities that are necessary for you to thrive.

3. Schedule Your Meal Prep

Pick 1-3 days a week to shop, cook, and make a little extra healthy food prepped and ready to go for the week. Plan out some meals, and write out grocery lists.

4. Schedule Your Workouts

Start with 15 minute workouts 3 x a week. Can you go for a morning run, walk the dog, meet a friend for a quick garage workout?

Establish the habit of moving 3x a week, and gradually increase the time (length of your workouts), and/or frequency of your workouts (4-5 days/week).

5. Get An "Accountabilibuddy"

- Connect with a buddy you can meet up with on a consistent basis.
- Join a group class with fun people also looking to improve their fitness.
- Get a personal trainer who will keep you accountable and help you reach your goals.

When you find yourself in a season of life where health takes a back-seat to life, use these 5 steps to get back on track so that you can move more, and dial in your diet to be a healthier fitter you!



If we get the sleep we need, dial in our nutrition, stay adequately hydrated, workouts 4-5 times each week, manage our time & stress, then our health improves, our fitness improves and we improve the quality of our lives.