



# RECLAIM YOUR TIME

From Chaos to Control

Presentation by Alejandra N.

# THE MYTH OF

**"NOT ENOUGH TIME"**

*The real problem isn't a lack of time. It's a lack of conscious direction.*

*"You don't have 'not enough time'; you have 'time that's not serving your highest intentions.'"*



# FROM TIME MANAGEMENT TO

# ENERGY MANAGEMENT

## Time Actualizers

(Activities that give you energy, align with values, and move you forward.)



## Time Stealers

(Activities that drain your energy, create stress, and hold you back.)

*Your time is a reflection of your energy. Let's find out where it's really going.*

# ACTIVITY

*SHARE YOUR  
'AHA!' MOMENT*

**In your breakout room, share:**



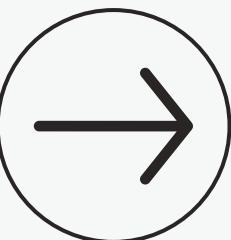
- One surprising discovery from your Time Audit (or mental audit).
- One immediate feeling associated with it (e.g., 'I feel guilty,' 'I feel drained,' 'I feel surprised').



# The Intentional Time Blueprint

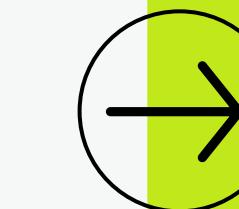
We'll build your new foundation with 3 pillars:

- 1. The Non-Negotiables
- 2. Deep Work Blocks
- 3. The "No-Go" List & Batching





# *Pillar 1: The Non-Negotiables*



These are your daily/weekly anchors—the 3–5 things that must happen for your well-being and progress.

## **Examples:**

- 8 hours of sleep
- 30 minutes of focused movement
- 1 hour of deep work on your most important project
- 15 minutes of quiet reflection

# *Pillar 2: Deep Work Blocks*



Carve out uninterrupted, focused time for your highest-impact tasks.

**Actionable Tip:** Block off 60–90 minutes on your calendar for a specific task. Close all other tabs and turn off notifications.

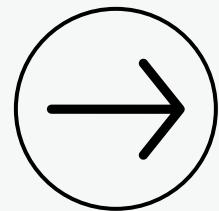


# *Pillar 3:* *The "No-Go"* *List & Batching*

Tame the Time Stealers you discovered in your audit.

## **Strategies:**

- The "No-Go" List: Identify tasks to delegate, delete, or postpone.
- Batching: Group similar tasks together (e.g., answer all emails at 10 AM and 3 PM only).



The second pillar is about protecting your most valuable mental energy.

We're living in an age of distraction. To create truly meaningful work and progress, you need to schedule dedicated blocks of time for what we call 'deep work.'

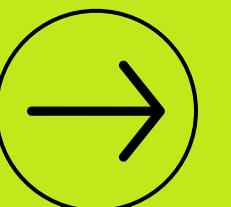
This isn't just 'working'; it's focused, uninterrupted time on your most important tasks.

Start small. I challenge you to block off one 60-minute session on your calendar this week. Call it 'Deep Work.' During that time, close everything else.

Don't let anything break your focus.



# A GLIMPSE OF THE FUTURE



*How does it feel?*

# Your One Powerful → Commitment

Please share your commitment in the chat

*What is the single most important action you will take from this session to reclaim your time?*

# GLIMPSE OF THE FUTURE

Guided  
Meditation

Close your eyes or simply  
soften your gaze



Deciding to be productive is the  
result of a commitment to  
*distinctive effort.*

ANONYMOUS