

**Habit 3: Set Your Schedule
and Intent**



Inspire & Illuminate LLC.
**Unlock Your
Unlimited Potential**

Habit #3:

Set Your Schedule Around Your Intent

One of the habits I have found that makes me reach my Highest Possibility States is having a set schedule. Having a set schedule does three things:

1. It creates stability, which most humans often crave and desire. Yet we also crave and desire splashes of excitement and adventure, that we can actually place into our set schedules with vacations, dates, outings, creating surprises for others etc.
2. It makes the really rough days a tiny bit less difficult. One mantra I use on the really rough days is, “this is what I always do.” When I was going through cancer, or on what I call “depression days,” I’d pull that mantra up from the depths of my subconscious and force myself to put one foot on the floor, and no matter how quickly or slowly or how easy or rough getting out of bed was, once I actually begin my day, I found that I’d start to feel better as I actually got something done, even if it was just a bath to clean myself up.
3. It helps keep in perspective how you want to prioritize your time and gives you direction on where and how to spend your energy.

Now that you know what your values are and who your top 3-5 people (groups of people) are, it's time to start analyzing and setting up your schedule to match what you say is important to you. Go ahead, fill out the schedule below. On the left side fill out what you'd like your dream schedule to look like and who you'd like to spend your time with, and on the right fill in what it actually looks like and who you currently spend your time with.

Side note: I often will ask people to fill out their "dream" "desired" things on the left side, simply because in the body, that is where the heart is located. And many cultures tell you to follow your heart, but I've also learned to take your brain along with you.

Thinking About My Schedule

Times	Dream Schedule	Actual Schedule
4:00 a.m - 5:00 a.m.		
5:00 a.m - 6:00 a.m.		
6:00 a.m - 7:00 a.m.		
8:00 a.m - 9:00 a.m.		
9:00 a.m - 10:00 a.m.		
10:00 a.m - 11:00 a.m.		
11:00 a.m - 12:00 p.m.		
12:00 p.m - 1:00 p.m.		
1:00 p.m - 2:00 p.m.		
1:00 p.m - 2:00 p.m.		

Times	Dream Schedule	Actual Schedule
3:00 p.m - 4:00 p.m.		
5:00 p.m - 6:00 p.m.		
6:00 p.m - 7:00 p.m.		
8:00 p.m - 9:00 p.m.		
9:00 p.m - 10:00 a.m.		
10:00 p.m - 11:00 p.m.		
11:00 p.m - 12:00 a.m.		
12:00 a.m - 1:00 a.m.		
1:00 a.m - 2:00 a.m.		
1:00 a.m - 2:00 a.m.		

Now that you've looked at the two different types of schedules, think about...

1. The goal you want to work on over the next 6 months to a year. Is there time on your dream schedule and/or real schedule for it?
2. Think about the top 3-5 things and people you said were most important to you. Is there time on your dream schedule and/or real schedule for those?
3. Think about what is one small change you can make to your schedule to ensure that you are including those things more and more, slowly over time until your real scheduled matches your dream one?

Now that you know where you'd like to spend your time and energy as well as where you have to, it's time to set your intent.

Setting Your Intent:

Just as a person sets a table in expectation to eat a meal, a person can set their mind what they would like their day to look like before it even happens.

Picture it like this: a repair person gets called from a client to come out and fix something that is broken. Before the person can even help the client, they need to gather some information about the problem, find out where the client lives, drive out to the location, assess with their own eyes of experience what the problem is and then proceed using the tools and experience they have to correct the malfunction. Setting one's intention for the day will be a lot like this.

First you will need to gather some information as to what you, as well as people around you, expect to perform that day. In most cases this will be what is on your calendar and/or on your to-do list.

Next, you will need to gather the tools you'll need in order to perform these tasks: an open mind, a discerning mind, determination, perseverance, flexibility, patience, alertness, the ability to problem solve, being comfortable in the uncomfortable, taking on a certain demeanor or attitude, etc.

Next, you visualize when you will be performing these tasks and how with what tools. Then you actually go throughout your day and perform them. And like anything in life, sometimes things will go the way we planned and pictured them, and many times they will not. That's where having many tools in your physical, mental, and emotional tool box pays off, such as Tool 3: Be Flexible and Functional.

Consider: Starting your day by looking at your calendar and/or to-do list. Think about what tools you will need to perform each task. Then take a few minutes to close your eyes and **mentally run through your day pictureing how you would perform each task to peak performance.**

Replay this visualization in your mind as little, or often, as you'd like. Note however, **the more you practice this technique, and the more you will start to see your days play out as you see them.**