



BE THE

BOSS

*OF YOUR TIME
AND YOUR LIFE*

THE COMPANION WORKBOOK



How To Use This Book

The **Be the Boss of Your Time and Your Life Workbook** is a companion to **Be The Boss of Your Time and Life book**. It is designed to walk you through the main book, and the worksheets provided may have too many, or not enough lines for you to completely plan your goals. They are only meant as a vehicle to move you through the concepts I teach in the book so you can see the plan in action with your own goals.

Feel free to copy the pages or use an additional piece of paper if you need more space to write.

As you move through the main book, you will notice that there are notes and reminders throughout, which point you to the correct pages in the workbook. The same is true of the workbook - each worksheet will have instructions for how to use it and the page in the book to which it corresponds.

Use the worksheets in this book as many times as you need for your planning. Simply copy them and add them to your planning notebook or planner. May they be an important part of your goal setting for years to come.

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Thank You!



Chapter 1: Know Your Goals

Use this chapter to start your goal-setting journey! By the time you are finished with these worksheets, you will have a very clear view of what you need to do to achieve some of your most pressing issues.

Good luck, and see you on the other side!

Step #1: Listing My Life Areas

What areas are important for your life? List all of the areas of your life on the lines. (Leave the squares blank for now, we will use those later.) These are not detailed areas, like meal planning. These are very general, such as health, faith, business, home, etc. Details will be hashed out in later worksheets.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Step #2: Deciding Which Area to Set Goals In

Now that you have listed your important life areas, you will need to decide which one is most pressing at this time. Answer the following questions. Your responses will help you decide which goals to work on first.

1. What am I struggling with the most?
2. Which area would be the most beneficial for me to fix?
3. Where is the most stress in my life at?
4. Is there an area that I really feel needs to be better managed?

On the previous worksheet, write a #1 in the box next to the area that needs to be dealt with first.

Step #3: Area I Am Goal Planning

Write the life area that you wrote #1 next to on Step #1.

Now it is time to brainstorm everything you want to accomplish in this area. Write them all down.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ORGANIZATIONAL TIP: *Use different colored highlighters to help you divide your list up in a way that makes sense. For example, using the examples from chapter 1, you could use pink for “increase traffic” goal, green for the “increase income” goal, and yellow for the “SEO” goal.*

Step #4: Setting Your First Goals

Previously, we combined tasks and listed them under the same goal. Let's do that here. Look at your list and figure out which of your tasks can go below the same goal. Choose three that you will work on for now.

Goal #1: _____

Task #1: _____

Task #2: _____

Task #3: _____

Goal #2: _____

Task #1: _____

Task #2: _____

Task #3: _____

Goal #3: _____

Task #1: _____

Task #2: _____

Task #3: _____



Chapter 2: Planning to Plan

In this chapter, we'll explain the difference between priorities and goals, and show you how to prioritize the tasks that will allow you to achieve your goals in an organized, systematic way.

Step #5: Evaluating Time and Money

Goal #1: _____

Task #1 - Time: _____ Money: _____

Task #2 - Time: _____ Money: _____

Task #3 - Time: _____ Money: _____

Task #4 - Time: _____ Money: _____

Goal #2: _____

Task #1 - Time: _____ Money: _____

Task #2 - Time: _____ Money: _____

Task #3 - Time: _____ Money: _____

Task #4 - Time: _____ Money: _____

Goal #3: _____

Task #1 - Time: _____ Money: _____

Task #2 - Time: _____ Money: _____

Task #3 - Time: _____ Money: _____

Task #4 - Time: _____ Money: _____

*“If you don’t have it, can’t find it or earn it,
re-think what you are trying to do!”*



Chapter 3: Setting Action Steps

Take a few minutes, or even a day or two to decide and buy, or download and print your choice of a planner. Don't worry, we'll wait right here for you to get back.

Once you have your lovely new planner in your hands, you are now ready to start adding your goals and action steps.

- I have and am using a planner.
- My wall or digital calendar is ready to go.
- I am armed with sticky notes, colored pens, and highlighters.



Chapter 4: Before You Move Forward

Up to this point, we have planned an entire area of your life.

It is time to take a breather from planning, and move through what you have done so far to make sure it works.

Take this opportunity to get used to the idea of planning out your tasks and successfully carrying them through to completion.

Once you are ready then, and only then, do you take the next step.



Chapter 5: Adding the Next Life Area

Next, we'll go through the goal planning motions once again to reinforce this system in your mind. Our next goal area will be more close to home.

To determine what your next goal will be, go back to page 8 in this workbook to see your "life areas" on the "Step #1: Listing My Life Areas" worksheet. Then go back to the book to get started with your second goal, which we will do on the next page.

Step #6: Deciding Which Area to Set Goals In (2nd goal)

Ask yourself these questions again to determine which goal you will be working on this time around.

1. What am I struggling with the most?
2. Which area would be the most beneficial for me to fix?
3. Where is the most stress in my life?
4. Is there an area that I really feel needs to be better managed?

On the worksheet on the last page, write a #2 in the box next to the area that needs to be dealt with first.

Step #7: Area I Am Goal Planning

Write the life area that you wrote #2 next to on Step #6.

Now it is time to brainstorm everything that you might want to accomplish in this area. Write them all down.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ORGANIZATIONAL TIP: *Use different colored highlighters to help you divide your list up in a way that makes sense. For example, using the examples from chapter 1, you could use pink for “increase traffic” goal, green for the “increase income” goal, and yellow for the “SEO” goal.*

Step #8: Turning the Habit into Routine

Now that you have completed your second goal area, it's time to turn this new habit into a routine. It is not enough to fill out all these worksheets and call it good if it's not set up to serve you as a routine.

Of course, if this is a one-time goal, there is no need for you to work this into your routine. You will, however, need to work it into your planner so that you have the time you need to complete the tasks to achieve your goal.

If you have not yet added the goal tasks to your planner for this second set of goals, then do so now. Then make sure to actually DO what is in your planner to make it a routine for yourself. If you make this goal's tasks into a habit, you will never have to go through the goal-setting motions for this area again. It will simply just be done, and you will be a better manager of your time and that much closer to a more organized life.



Chapter 6: Adding More Goals

Next, we'll answer some very pointed questions for ourselves in regard to how much more goal-setting we can handle. You may be a goal-setting, goal-achieving powerhouse, or you may need to slow down a little.

It's no problem! This is your plan, and you must go at your own pace so that you can achieve the goals that will help you manage your time, and your life, in the best way!

Step #9: Stop and Think

Questions to consider and answer before you plan your next goal:

- Is your plate full to overflowing, and you need time before tackling another Life Area?
- Have you left time in your schedule for your family?
- Have you allowed for personal time to just do nothing once in a while?
- Have you left “wiggle room” in case it takes longer to finish a task you have planned?
- Do you feel confident that you can complete the tasks and goals you have set?
- Do you feel like your calendar is too full or has too many tasks?

“Stay focused, go after your dreams and keep moving toward your goals.” – LL Cool J



Chapter 7: Unexpected Events

In everyone's life a little rain must fall. There is no perfect world when it comes to time management, scheduling, and life in general. Unexpected occurrences happen. Distractions come at you from everywhere.

What is your biggest avoidable distraction?

What is your biggest unavoidable distraction?

(Keep these in mind to help you prepare for them to the best of your ability.)



Chapter 8: Where To Go From Here

You have:

- Determined your priorities.
- Structured your goals.
- Scheduled tasks.
- Set action steps.
- Filled your planner.
- Patted yourself on the back for a job well done.

This workbook is an extension of Time Management and Productivity tips which can be found on my website. If you would like to receive information on courses and other products related to this book, or in learning more about Coaching Sessions, you can contact me on my website at <https://annielewellyn.com>, or email me at: (annie@annielewellyn.com).

* * *

COMING SOON!

If you are a blogger, or are interested in beginning your own blogging journey, get ready for my No Cost, Low Cost Resources for Blogging series. This will be a manual that all bloggers wish they had when they started blogging.

If you would like to be notified when they are launched, be sure to send me an email at annie@annielewellyn.com

* * *

I am looking forward to hearing from you!

“Stay focused, go after your dreams, and keep moving toward your goals.” – LL Cool J

Thank You!

Thank you for taking the time to read **Be the Boss of Your Time and Your Life**, and for purchasing the **Companion Workbook**.

If you liked my book, would you mind taking the time to leave me a review? You can do that on Amazon, or by emailing me at annie@annielewellyn.com.

If you have any questions or comments, please feel free to contact me at annie@annielewellyn.com.