

WANNABE BALANCED

# Time Management Workbook



[www.WannabeBalanced.com](http://www.WannabeBalanced.com)

# Hello there!

I'm going to teach you how to be the pilot of your life and not the passenger.

Time Management is the key to manifesting what you ultimately want. You are going to become the designer of your life.

Imagine you get to build your dream home. You gotta have a designer, an architect, and a sequence of plans.

Picture me as your architect and you're the designer, we will work together to create your own personal blueprint, the blueprint to start building your dream life. We break ground TODAY.

Aren't you excited?

I'm going to walk you through my entire process. I'm calling it my 11 "To Be's". Instead of more "to do's" we're going to put the emphasis on BEING.

My mantra: We are all wannabe's, but not in a derogatory sense. In my world, "Wannabe" is fueled with unlimited potential and powerful intension. We wanna be better, we wanna be more efficient, focused, creative, and consistent.

And it's ALL possible!!!

*Crystal Escobar*

Founder, Wannabe Balanced



# My Journey

Planning and scheduling out my time has always been a way of life for me. The earliest I can remember creating a routine for myself was when I was about 10 years old.

I remember writing out my whole day and being so excited about following this perfectly written out schedule.

I'd make my bed all neatly and place the piece of paper on my pillow before heading off to school.

Ever since then I've been known to always have a day planner, multiple lists, schedules, and routines.

My need for structure and routine quickly became an obsession, but with time and experience it evolved into more of a passion for balance, because I was so often imbalanced.

What I learned about myself during my phases of obsession was that I had an overly ambition mind, plagued with perfectionism and over planning, which resulted in under delivering.

I've always had good intensions of DOING IT ALL but I just ended up spreading myself so thin that I'd eventually give up on various pursuits.

I wanted to be that homeschooling mom with the perfectly clean house, who makes home made bread, fresh salads from her garden, and runs her own business.

Time Management truly is a strength of mine, but sometimes strengths can be overused and quickly become a weakness.

So with time, experience, and lots of tweaking, I've found my equilibrium when it comes to managing my time, focus, productivity, AND emotions.



# One Step at a Time

Although I've created this printable transcript for you, I still highly recommend you not only listen to the videos a second time around, but be sure to take notes for maximum retention.

If you're really dedicated to creating new habits, then you want to ensure this information is not another one of those in one ear and out the other kind of thing. Repetition and note taking is the most effective of retaining new information. And you want to start integrating some of these BE's NOW.

Take it one day at a time, don't try to adopt it all at once, just one new thing at a time is all I suggest. You can work your way up over time. Remember, this is a journey that was meant to be FUN! So make it fun, not punishment by striving for perfection.

Also be sure to check out the Wannabe Balanced Podcast for additional guidance on mental health and time management.



# How It Works

## 01 SCHEDULE 4 APPOINTMENTS

You have FOUR 30 min sessions to book with me. Try to schedule one per week. Use my calendly link to do so.

## 02 WATCH BOTH VIDEOS

I have two videos for you. One describing the 11 BE's, and the other is a tutorial on how I plan using Google Calendar.

## 03 PRINT OUT THIS WORKBOOK

Print this out and begin working through all the journal prompts. Then use a separate piece of paper and write down all your "to do"s, appointments, work hours, ect.

## 04 PLAN YOUR WEEK

Now begin plugging those "to do's" into your google calendar. During our coaching sessions I will help you perfect it over time as well as work through any mental blocks you may be having.



### COMMUNICATION

#### MY CALENDAR

<https://calendly.com/crystalesco-bar/30-min-time-management-session>

#### MESSAGE ME

on Facebook for any questions you might have

#### WEBSITE

[www. WannabeBalanced.com](http://www.WannabeBalanced.com)

#### SOCIAL MEDIA

@wannabebalanced

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*Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.*

-PAUL J. MEYER



#1.

# BE Consciously Aware

First step is to practice more awareness around where your time and energy is going, and how you are currently describing yourself and your time. Do you say things like, "I'm so busy", "I never have enough time" "I'm such a procrastinator"?

This work book I have for you will be a useful tool to help you see clearly where your time is going, as well as reveal to you your beliefs about time and your ability to manage it. Kinda like keeping a food journal, but for time.

We are all given the same amount of time each day, it's your time budget. We also have an energy budget. Did you know that 25% of all your energy is used to operate your brain? It uses energy at the rate of muscles of a marathon runner. We waste energy when ever we ruminate, or complain over things we cannot change. So we need to get really good at noticing the energy draining thoughts.

And that's where the one on one coaching sessions will be extremely useful. I will not only be your accountability partner to help motivate you to follow through on your plans, but I will be acting as a mirror for you, providing enhanced self awareness by showing you your blind spots and weeding out the habits and beliefs that are keeping you stuck in the cycle of wasted days and energy.

# JOURNAL PROMPTS

How often do you say you are busy? What do you make busy mean, and what might it be like to eliminate that word from your vocabulary?

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What things are you "trying" to do right now, but never get around it?

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How would you describe yourself when it comes to time management?

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# #2.

## BE Committed

Even though I work from home and don't technically have a boss, I commit to my calendar as IF it was my boss. I don't want to let my calendar/me/my boss down, I don't want to be flaky, I want to be reliable, and I want to show up. It's about showing up for myself as the person I'd want to show up as for my boss.

What things do you do no matter what? These are a set of rules you have deep in your subconscious. It's your automatic programs. Things you just do, and you don't even have to think about it.

Things you might say are...

I don't smoke.

I brush my teeth every day.

I don't let my 5 year old watch scary movies.

I support this political party.

I don't go hiking alone.

I only eat gluten free

Now say to yourself,

"I don't go to bed without checking what's on my calendar for tomorrow.

I don't flake on these appointments I've made with myself. I follow the schedule I made for myself, it's just what I do."

# JOURNAL PROMPTS

What areas in your life are you ALL IN, totally committed? Examples, marriage, caring for your children, your current job.

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What things do you do, NO MATTER WHAT? Examples, brush your teeth every day, never go hiking alone, don't drink soda.

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What do you need to believe or do in order for you to commit to your calendar?

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# #3.

## BE Consistent

Each day of the week looks slightly different for me, but I do have some routines in place that are somewhat similar and have become habits for me because of how consistent I am with them.

Developing new habits is something I hope for you to get really good at. The key to creating new habits is to start super simple. Something that would take only 5-10 min.

When I first started meditating, which was only about 4 years ago, I started with just 5 min a day, once per day. Now I'm at 10 min twice a day, which is still nothing too extravagant, but I've been consistently doing it and slowly enhancing it.

Things I do every day. For example: my morning and bedtime routine. When I show you my calendar I'll get more specific around what those look like. But very quickly I'll list a few things that I try to be pretty consistent with. Things like meditation, learning, writing, and quality time with my family.

Over time these new habits I'm sharing will allow you to expand your current systems and workflow, but remember to take baby steps.





# #5.

## BE Specific

One of my most important pieces of advice is to make weekly 1 hour appointments with yourself to plan out your week. This will by far enhance your overall focus and productivity level.

Planning is really just a bunch of decisions, and the decision making mode of your brain requires a lot of energy, even a period of loading, similar to a computer.

Your weekly planning session allows you to get yourself in the ZONE of decision making, kinda like cooking microwave popcorn. It takes a third of the time just to warm up.

It's only about the last 30 seconds when it really starts popping, that's where all the magic happens. Right there at the end baby.

We are always talking about conscious living, well THIS IS IT. You plan every moment of your week with your **conscious** mind, then when you follow what you wrote out in your calendar, you are living in alignment with your conscious mind.

When planning it's important to BE SPECIFIC. What I noticed by not being specific is that I wasted time deciding on certain things.





# #6.

## BE Focused

Simplifying your life provides an environment for better focus. So figure out some ways you can prepare your work space or even your home for more focus and less distractions.

Some ways to do this is to get rid of unnecessary things and to simplify the amount of decisions you need to make each day. For example, my diets is now pretty basic and simple. My wardrobe is also pretty simple. I don't spend any mental energy on deciding what I'm going to wear and or what I'm going to eat.

Another thing when it comes to distractions are all the extra little "to do's" that come along unexpectedly. I've had to learn to get really disciplined when it comes to these things.

I can quickly get swept away into other to do's that weren't on my agenda for the day. I also learned that this is one of the hurdles that will come up. When it comes right down to do the things on our calendar, know that there will be some resistance.

The brains job is to seek pleasure, it's one of our evolutionary drivers. But we need to be disciplined enough to do the task anyway, even when our brain is trying to find every reason under the sun to do something else, like those little "to do's" that are much easier, but can also wait.

I love spontaneity, but I also like to balance that out with plenty of structure by sticking to my plan. Some ways to combat this is to keep an ongoing to do list either on your phone or on a notepad.

Then as things come, I will add them to my list, unless it's something that will take me less than 5 minutes to do. The rest of the items will be plugged into my calendar during my designated weekly planning session.

This is the best way I've found to help me maintain focus, otherwise it's so easy to procrastinate on the really important things you know you should do, but in the moment you don't always feel like doing it.

The goal is to get really good at staying focused on the task you have planned for that time of your day. You gotta know when to practice constraint.

Also, when following this calendar system, you'll be able to eliminate a lot of anxiety that comes from knowing you need to get something done, because when you plan it into your calendar, and you've committed to your calendar, it's as good as done. No need to carry around any of the worry.

Also, some might have some resistance to planning out your entire day because you may find it too confining and too rigid. But I've found that when I plan out every hour of my day, I'm far less likely to waste time scrolling social media or snacking.

Have you noticed the habits we've unknowingly formed by having something that is highly pleasurable for the brain right at our fingertips. Scrolling social media. I've noticed myself picking up my phone in moments where I don't have a clear direction for my day, and I'll go straight to Instagram out of habit.

I allow myself to scroll social media still, I just plan it into my day. This way I know how much time I'm spending on it.

# #7.

## BE Flexible

Know when to pivot. It's inevitable that unexpected things will come up and throw you off schedule. So be prepared with a plan B. Don't allow this to set you back or to feel defeated.

Expect that these things WILL happen. For example, the other day I had a FULL day planned out and I was so excited to have the time set aside to complete specific projects, but then my oldest daughter left her room a disaster, which she knows is against our rules.

So we had to follow through with a consequence. She got grounded from her car for a day which really disrupts my plans because now I have to be her taxi driving, which made it difficult to focus on completing my projects. That's when having a plan B comes in handy.

Human beings are actually highly adaptive, so remember that it's okay if you need to adjust your calendar last minute, but also know WHEN to adjust it. You don't want to make a habit of putting things off til later.

Be extremely protective of your time, don't allow people to steal it, make sure it's your choice to give it to them. Be super selective when choosing to go with plan B. I recommend limiting yourself to only ONCE per week, kinda like giving yourself a hall pass. Use it only when there are no other options available.

Be super disciplined about your plan B use and stay as committed as possible to your plan A.



# #8.

## BE Okay w/ B- Work

I learned early on that perfecting things will quickly set you back. When I was in highschool I always had big plans of doing everything perfect, but realized my discipline for that ran out real quick because that meant I'd have no time for a social life. I would inevitably end up missing an assignment because my standard of perfection was impossible to uphold. Then I'd fall into the all or nothing mentality and would just give up completely. That resulted in D- grades which then caused me to believe I wasn't very smart.

As I got older I went the other direction and got REALLY good at B- work, sometimes to the extent that I didn't shoot for anything above that. My focus was more about consistency rather than quality. That didn't work either, so I'm only now learning to be okay with B- work but to choose ONE thing at a time that I can go all in on and give it 100% of my effort in order to create something I'm really proud of. Like this course. I'm giving it my all. I'm really good at consistently creating A LOT of pretty average work.

But this Time Management Course is something I'm choosing to go all in on and create as much value as I can.

B- work has really served me well when it came to starting up my podcast because it pushed me to start even before I felt ready. I felt completely inadequate, but I knew that the only way I could learn or get better at it was to practice by just doing it. I had to be okay with my lack of skills and experience and do it anyway. It's fun to go back and listen to my first couple episodes to see how much I've improved since then. I now have over 140 episodes recorded and I'm pretty dang proud of that.

Listen to Episode #102 of the Wannabe Balanced Podcast ~ [Procrastination, Perfectionism & Productivity](#)

# #9.

## BE Mindful

When planning out your week or even your year, be mindful of seasons and plan accordingly. Season's of the year, menstrual cycle (hormones), season's of life, ect. Know when to plan for rest, introspection, and self care.

Also pay attention to the time of day or year that you feel most energetic, or times when you feel you need a little more rest than usual.

I've gotten really good at tracking my menstrual cycle and knowing exactly what to expect from myself emotionally and physically when it comes to the different seasons of my cycle. I believe we all go through a winter, spring, summer, and fall, but it's up to you to notice WHEN.

I plan more of my coaching calls, podcast recordings, and zoom classes in my spring and summer because that's when I notice I'm more on point, confident, and feeling extroverted. But then I tend to need more down time, self care and introspection during the winter and fall. So I plan accordingly.

What time of the year are you more energetic and motivated? What time of day do you operate at your best mentally? When do you have to most physical energy? When do you tend to need more rest and downtime?

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#10.

## BE Efficient

I've learned that blocking out my time by categories seems to maximize the amount and also quality of what I can get done.

For example, instead of just working down my to do list, I try to organize it into categories and plan to do one category at a time. It's much easier on the brain when it doesn't have to bounce from one thing to another.

Just like the popcorn analogy, once you get it warmed up, then you are able to get in the zone, and you naturally become more efficient at what ever it is that you're doing.

Example: Instead of creating content for social media every day, I've found it to be better to do batches of content at a time. Like bulk recording podcasts, or recording multiple videos at one time, or scheduling my coaching sessions back to back so I can be in the right mindset.

Make a list of all the different categories that will go on your calendar

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# #11.

## BE In LOVE w/ Your Life!

The brain is the chemist, what ever thought you have, the brain translates that into chemistry. Oxytocin and dopamine is the chemistry of LOVE, which plays an important role for focus, motivation and creativity.

We are at our best when we are operating from the emotion of love. Remember when you first fell in love? How everything is just beautiful, intoxicating, like heaven on earth.

95% of the time we are operating from our subconscious mind, our programs. Many of them we aren't even aware of, but we repeat them over and over without thinking.

Unfortunately 60% of our programs are bad, meaning they are the blocks that keep you from achieving your goals and creating the life you want.

But something miraculous happens when you fall in love, you break free from the strings of your subconscious programs and you take back control.

So make it a practice to focus on loving your life through regular gratitude practices and choosing deliberately to be the creator of your life by scheduling your weekly planning sessions and committing right now to BE a person who follows through on her plans.





# Wanna Keep Going?



## 1 Hour Power Session

FOR QUICK, SHARP INSIGHT INTO AN  
ISSUE

Includes:

- 1 one hour long session
- After Session Notes

\$44

## 3 Session Tune-Up

Includes:

- 3 one hour long sessions
- After Session Notes

\$111

## 12 Session Deep Dive

Includes:

- 12 one hour long sessions
- After Session Notes
- Client Prep Form

\$444