

MAKE 3 CHANGES™

MONDAY

missions

FEBRUARY - TIME

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Make 3 Changes™ Monday Mission #6: Change the Way You Think & Speak About Time

How many times a day do you find yourself **THINKING**...?

- a) *I don't have enough time to do...*
- b) *I've got to hurry up!*
- c) *Oh no, I'm going to be late!*
- d) All of the above

How many times a day do you find yourself **SAYING**...?

- a) *I don't have time to do that.*
- b) *I'm never going to get this done.*
- c) *Hurry up, we're going to be late!!*
- d) All of the above

The way you think about and speak about time is having a BIG impact on your experience and others' experience of you. Your results and your reputation can take a real hit when these are the repeated thoughts and words you choose to experience time.

Let's get super conceptual for just a minute. Think of it like a pendulum – I'm going to swing you WAY out there and then you can settle back into something a little more comfortable. Deal? Ok. Here we go.

Time is relative. Time is finite. Time is infinite. Time is what we believe it to be.

There are 24 hours in a day, 7 days a week, 365 days a year (or 366 in this case – thanks leap year!). Time keeps marching on. Time flies.

"An hour with your beloved feels like a minute; a minute on a hot stove feels like an hour." --Einstein

One of the most mind-blowing concepts in the book, **"The Big Leap," by Gay Hendricks**, is the concept of Einstein time versus Newtonian time (more of what I outlined above).

"You are where time comes from. Embrace and embody this truth and you can experience a quantum jump in productivity and free time. It works so well it may seem like magic, but it's based on solid science inspired by Einstein's physics." --Gay Hendricks, Chapter 6.

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The invitation he extends in the book is to make a commitment to a complete abstinence from complaining about time. It's a move towards accountability and ownership and away from being a victim of time.

Could you observe yourself in a given day to see how much you are actually complaining about time – in thought and in word? Like the experience of fasting can get you thinking differently about food, making a commitment to not complain about time could prove to be an insightful experience, if you allow it.

Transition to New Possibilities

- What if you began to experience time differently?
- What if you could abstain from complaining about time for a day, a week, a month – your life!?!?
- What if you could begin to see that you are where time comes from?

Mindset: Explore the thoughts you have about time.

Take 5: Make a quick list of all the ways you typically complain about time – in your head and when you speak. **Assess the list.** Are they serving you? Are they holding you back? Are they impacting those around you? Are they impacting your results?

Mantras: Review the list and highlight any of the ones that resonate with you.

Read them aloud and feel the difference in your body, your heart, your spirit.

- *I am fully present for this moment.*
- *I have all the time I need to do what must be done.*
- *I am at ease.*
- *I am curious about how I experience time and am open to new thoughts and beliefs that will serve me.*
- *I am available.*
- *I have plenty of time to reach my destination.*
- *I am where I need to be when I need to be there.*

Think about the types of decisions you'll make when you're operating under these beliefs and assumptions. That's the power of mantras. They can help you quickly shift into a better state of mind so you are able to make better decisions and choices.



Take 5 minutes and jot down some mantras that would help you to stay focused on showing up how you WANT to show up.

Make 3 Changes™ Monday Mission #6

Take 5 minutes right now and think about what 3 changes you could make to the way you think and speak about time that would have the greatest impact on your peace of mind, others' experience of you and how you impact the world.

Ask yourself the magic question, "What would it look like if it worked?" and let the answers flow. You know what you need. Give yourself permission to imagine the possibilities. Give yourself permission to create new habits and routines that serve and support you instead of drain and deplete you.

Make 3 Changes to the way you think and speak about time.

Write them down on an index card, on a post-it, put them in your note taking app on your phone... capture them and then take action.

You have the power to change for the better. **Experience how doing so can make a difference in your life, the lives of those you love and the lives of those you lead!**



Make 3 Changes™ Monday Mission #7: Change the Way You Think & Speak About Time - Invest, Don't Waste

How many times a day do you find yourself thinking and/or saying...

- a) *This is a waste of my time.*
- b) *They're wasting my time.*
- c) *I'd be better off doing something other than what I'm doing right now.*
- d) All of the above

The way you think about and speak about time is having a BIG impact on your experience and others' experience of you. *Did you take the challenge last week and notice how often you were complaining about time or using it as an excuse?*

Most often I see these thoughts and beliefs, these words and actions showing up in my work with non-profit leaders, boards, staff & volunteers.

- We say "yes" to a volunteer opportunity or board position only to feel as though our time and talents aren't being utilized effectively.
- We say "yes" to a volunteer who has graciously donated their time and talent to us, yet we don't really have a place for them and we invest a lot of time and effort into someone who isn't well suited for the role.
- We say "yes" to helping others and end up feeling like our time isn't being respected.
- We ask others for their help and don't do the work necessary to properly respect THEIR time.

When you think and speak negatively, from a place of lack, regarding time, you make different decisions and create different possibilities. Resentment. Frustration. Passive-aggressive thoughts and actions. Short-sighted, relief based decisions and actions that only serve to "get through" as opposed to opening up and creating a better experience.

Transition to New Possibilities

What if you began to think about time as an investment?

What if you could begin to notice when you were slipping into this frame of mind and turn it around before you made judgments, statements or decisions?

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Mindset: Explore the thoughts you have about how you invest your time.

Take 5: Draw a line down the center of a piece of paper. On the left, write investments at the top. On the right, time-wasters.

Make a quick list of the things you do that you consider to be investments and the things you consider to be time-wasters.

Assess the list. The way you **THINK** about the things you do is having an impact on how you **show up**. What do you notice when you look at the list?

Mantras: Review the list and highlight any of the ones that resonate with you.

Read them aloud and feel the difference in your body, your heart, your spirit.

- *I choose to invest time in this activity.*
- *I am choosing to invest my time in this activity.*
- *I willfully and joyfully devote my time to this activity.*
- *I am in the right place at the right time.*
- *I am grateful for the opportunity to be of service.*
- *I easily ask for what I need.*
- *I easily say yes to those opportunities I consider to be an investment.*
- *I easily say no to those opportunities I consider to be a time-waster.*
- *I respect others' time.*
- *I am mindful of how and where I ask others to invest their time.*
- *I am prepared for this activity.*

Think about the types of decisions you'll make when you're operating under these beliefs and assumptions. That's the power of mantras. They can help you quickly shift into a better state of mind so you are able to make better decisions and choices.

Take 5 minutes and jot down some mantras that would help you focus on the investment you're making rather than the time you're wasting.



Make 3 Changes™ Monday Mission #7

Take 5 minutes right now and think about what 3 changes you could make to the way you think and speak about investing your time that would have the greatest impact on your peace of mind, others' experience of you and how you impact the world.

Ask yourself the magic question, "What would it look like if it worked?" and let the answers flow. You know what you need. Give yourself permission to imagine the possibilities. Give yourself permission to create new habits and routines that serve and support you instead of drain and deplete you.

Make 3 Changes to the way you think and speak about investing your time.

Write them down on an index card, on a post-it, put them in your note taking app on your phone... capture them and then take action.

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Make 3 Changes™ Monday Mission #8: Change the Way You Allocate Your Time

Sorry to go all musical theater on you, but we each have **525,600 minutes** this year. Actually, this being a leap year, we have 1,440 more. How do you measure them? How do you allocate them?

Are you...

- a) easily distracted?
- b) convinced that the only way you can get things done is by multi-tasking?
- c) thinking about everything you have to do, all the time?
- d) all of the above

If you said yes to one or more of the above questions, I'd love to introduce you to the concept of time blocking.

I was first introduced to the concept of time blocking, or unitizing, in 2009 by my first life coach, **Stacey Vicari**. This woman really knew how to allocate her time! Her system for breaking bigger projects down into more manageable chunks and scheduling/allocating really kick-started what has become a game changing habit and strategy for me. Other thought-leaders & mentors in this area for me have been Honoree Corder and her **Short Term Massive Action** program, Darren Hardy's **The Compound Effect**, Hal Elrod's **Miracle Morning** and the **Pomodoro Technique**.

Since then, I've adapted my own personal time blocking strategy that helps me manage multiple projects and priorities. As a result, I rarely feel that old familiar sense of overwhelm and confusion when faced with the number of roles, responsibilities, obligations and opportunities I enjoy in my life and business.

- How do you allocate your time?
- What if you were able to focus on one project, one task at a time?
- What if you could learn to create blocks of time and move them around your day with ease?
- What if making changes to the way you allocate your time had a positive ripple effect on those you love, those you lead and those you serve?



An Example - The time blocks I most often use are 12 minutes, 20 minutes and 25 minutes.

When I have an **hour and 45-minute block** of time and lots of projects to work on – sometimes I use the following time-block strategy.

12 minutes x 5 sessions = 1 hour (using my iphone timer to help me)

Prioritize & Organize (determine priorities for the blocks, gather materials) *12 minutes*

Project Block – *12 minutes*

Client Block – *12 minutes*

Email & Communication Block – *12 minutes*

Stretch Break & Hydrate, Move around – *12 minutes*

Content creation or session development - *25 minutes (1 session)*

Finish Up & Follow Up Block - *20 minutes (1 session)*

Here are some of the time blocks I use in my life & work

- Meditation
- Movement
- Mindful Meals
- Connect (family, friends, etc.)
- Read
- Imagine! *What if...?*
- Current Clients & Projects
- Write - Content Creation
- Prep Time – Design Time
- Administrative Time
- Professional Development (Study)
- Finish Up & Follow Up



Some strategies for adapting your own time blocking strategy:

1. **Be flexible.** If you plug these into your calendar at a particular time and get interrupted, you may decide the window of opportunity to work on that block has passed. Instead, think of the blocks of time like post-its that can be moved around on your calendar as they will fit best.
2. **Minimize distractions.** Put the supplies, materials and resources you need to accomplish the task where you need them. Turn OFF email notifications. Close down open browser windows. Stay focused on the task/project at hand for the duration of the time block.
3. **Honor your personal time zones.** Think about when you have the most energy and plan your time blocks accordingly. I write and create content early in the morning, before the rest of my world begins to need my attention. I protect this time and honor this time carefully. I look forward to my early morning writing, reading and reflecting time. If I were to expect myself to create great content at 3:30 in the afternoon, I would be doing myself & my clients a great disservice. I simply am not as creative or filled with energy at that time of day. Set yourself up for success by paying attention to when you do your best work.

Mindset: Explore the thoughts you have about how small, focused amounts of time could serve you.

Things to Think About...

- What period of time do you believe is a productive block of time?
- What do you think you could accomplish in 12-minute, 20-minute or 25-minute blocks of time?
- If these time blocks don't resonate with you, what time blocks would you like to set up? How could setting up time blocks serve you?
- What are your personal time zones? When do you work best? What's the right time for the activities in your world?



Make 3 Changes™ Monday Mission #8

Take 5 minutes right now and think about what 3 changes you could make to the way you allocate your time that would have the greatest impact on your peace of mind, others' experience of you and how you impact the world.

Ask yourself the magic question, "What would it look like if it worked?" and let the answers flow. You know what you need. Give yourself permission to imagine the possibilities. Give yourself permission to create new habits and routines that serve and support you instead of drain and deplete you.

Make 3 Changes to the way you allocate your time.

Write them down on an index card, on a post-it, put them in your note taking app on your phone... capture them and then take action.

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Make 3 Changes™ Monday Mission #9: Putting Your Plan in Place

If you've been following these missions and doing some of the exercises, you'll easily begin to see a pattern, but will you put together a plan for how to integrate these practices into your life?

Mission 9: What will you do differently?

Putting your plan in place.

Let's look back at the last 3 missions. If you didn't get a chance to review them or do any of the exercises, this week would be a great time to do that! In the meantime, here are the highlights and key opportunities from each of them to help you put a plan in place for changing your relationship with time.

From Mission 6: Change the Way You Think & Speak About Time

Do you regularly think & speak from a place of lack and scarcity when it comes to time? How could you change that?

Mission: *I will think & speak about time in a way that serves me rather than distracts or discourages me.*

What does that mean to you? Are you willing to take the "complaint free" challenge and go 30 days without complaining about time or using it as an excuse?

If not that, are you willing to at least become aware of how many different ways you use time as an excuse or complain about it?

This awareness, this commitment can forever alter your relationship with time!

Journaling Prompts:

- *Here's how I will think & speak differently about time...*
- What would be different in your life as a result?



From Mission 7: Are you Investing or Wasting Your Time?

How much of what you do each day do you consider an investment of your time? How much of what you do each day do you consider to be a waste of your time? How much of your day are you doing things on purpose?

Mission: *I will choose activities that I consider an investment of my time. I will reduce the number of things I do that I consider to be a waste of my time.*

Which activities are moving you closer to what you say you want?

Which activities are keeping you stuck or in a less than ideal state?

Journaling Prompts:

- *I am prioritizing the following activities I've identified as being investments of my time...*
- *I am aware that the following activities are not productive or useful and will limit the amount of time I engage in them...*
- What will be different in your life as a result of making these two lists?
- What would be different if you were able to invest 80% of your time into things that are moving you forward?

From Mission 8: Allocating My Time

How are you allocating your time? Are you deliberate about leveraging blocks of time to accomplish the things you have identified as priorities? Are you open to the power of focus and uni-tasking over distraction and multi-tasking? Are you willing to be more deliberate daily?

Mission: *I am deliberate about how I allocate my time each day, making sure that those things that are most important to me and for my growth are scheduled and acted on.*

Journaling Prompts:

- *What blocks of time do I want to make sure I focus on every day? (movement, connection, meditation, preparation, meetings, travel, etc.)*
- *What blocks of time are the most productive for me? 20 minutes? 12? 25? 45?*
- How could allocating my time, being more deliberate, impact my life? My business? My career? My team? My family?



Make 3 Changes™ Monday Mission #9

Take 5 minutes right now and think about what 3 changes you're willing to make to be more **deliberate**, more **focused** and more **aligned** with your best self, your best life.

Ask yourself...*"What would it look like if it worked?"* and let the answers flow. You know what you need. Give yourself permission to imagine the possibilities. Give yourself permission to create new habits and routines that serve and support you instead of drain and deplete you.

Make 3 Changes to the way you manage time.

You have the power to change for the better. **Experience how doing so can make a difference in your life, the lives of those you love and the lives of those you lead!**



What is Make 3 Changes?

Make 3 Changes™ is a framework designed to help leaders move forward during times of change, challenge and opportunity. For more information about the Make 3 Changes™ framework and how you can use it to navigate changes in your world with more clarity, confidence and commitment, email whitney@whitneybishop.com.

What are the Make 3 Changes Monday Missions?

These weekly missions are designed to get you thinking differently about various aspects of your life. Each month will feature several missions within a theme, helping you to build awareness, create alignment and take action. It is my hope they provide you with the tools you need to create positive and lasting change in your life, the lives of those you love, those you lead and those you serve. Thanks for being here at the start of it. Always open to feedback about your experience. Let's have some fun and make some changes!

Let's Talk

If you're interested in learning how you can Make 3 Changes™ in your life or in your organization, let's talk!

Book a Make 3 Changes™ Consult - you, me, 30 minutes and some straight talk about the 3 changes that would make the most difference in your life and work.

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Whitney

BISHOP

Facilitator • Trainer •
Accountability Partner



For more than 20 years, Whitney Bishop has engaged audiences as a facilitator, participant-centered trainer, and inspirational presenter on the national stage. She has crafted and delivered keynotes, workshops, and training seminars on communication, customer experience, career development, change management, creative problem solving, conflict resolution, and strategic planning.

Prior to leading the charge of her own company, Whitney served as an Executive-Director in the non-profit sector. Additional experience spans the higher education, healthcare, and hospitality industries. She has also been actively involved with, and has held executive positions with various volunteer organizations and service groups.

Whitney's passion is working with individuals and teams to create powerful shifts in awareness, opening the possibility for new and innovative solutions in life and in business.

Whitney is available for: *Keynotes, Breakout Sessions, Meeting Facilitation, Half-Day and Full-Day Workshops, Leadership Development, Training Seminars, and Consulting.*

KEYNOTES & WORKSHOPS

Topics can be customized to best meet your event needs.

Sessions Of Substance

Each session is designed to achieve YOUR ideal outcome.

- Participant Centered
- Personalized Content
- Experiential & Interactive
- Engaging & Memorable

Meetings That Matter: How To Plan, Lead And Attend Meetings That Matter

These sessions are transformative for any organization or team that struggles with engagement levels and meeting effectiveness.

- Mindsets/Mantras You Need To Keep Moving Forward
- Critical Elements Of A Meeting Cycle
- Awareness Of What Fires You Up/Shuts You Down
- Create A Culture Of Accountability
- Manage Energy In The Room
- Leverage The Power Of The Group
- Problem Solve- Make Decisions & Create New Possibilities

Time For Change: Strategies For Understanding, Managing & Leading In Times Of Change

This interactive presentation combines facilitation and training to help you understand how you process change and deal with the stress of transition, and how to lead others through times of challenge.

- Understand Who You Are In Times Of Change
- Questioning & Understanding Others In Times Of Change
- Becoming Mindful Of How Others Perceive Change
- Guide Communication
- Three Magic Questions For Moving Forward
- Mindsets To Hold
- Communication Strategies
- Dismantling The Illusion Of Control
- Create A Culture Of Accountability
- How To Be Solution Focused

Fearless Facilitation For Leaders: Learn The Rules Of Engagement And Discover How To Fearlessly Facilitate To Achieve Greater Results.

- Designing A Space For Results
- Commanding The Space
- Engagement Strategies
- Manage Group Dynamics
- Manage Dysfunction
- Leverage The Power Of The Group
- Personal Awareness & How You Impact Others
- Manage Energy In The Room
- Create An Experience That Gets Results

Other Topics Include:

- IMPROV For Leaders & Teams
- Strategic Planning With A Twist
- Creative Problem Solving Techniques & Decision Making Models

Train-The-Trainer Series

- Engagement Strategies
- Group Dynamics
- Designing Your Ideal Meeting/Training Experience
- Addressing Dysfunction

SPECIALIZING IN:

- Meeting Facilitation
- Team- Building Experiences
- Creative Ideation Sessions
- Training Design & Delivery
- Train-the-Trainer & Mentoring Programs For Meeting Facilitators & Trainers
- Integrating Experiential Elements
- Addressing Personal & Professional Change
- Communication For Collaboration

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Louisville Metro Government
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PaySound Financial
Seven Counties Services
Sparkspace
SyncCore
The Speaker's Studio
University of Louisville



TESTIMONIALS:

After nearly 30 years in business management, I think I've seen every possible management training seminar/ leadership bootcamp/change management experience on the planet. I've walked out of many of them in the first two hours when I realized they were tired retreads of something else. What a breath of fresh air it is to experience Whitney Bishop! She brings genuine energy and excitement to problems that may be as old as dirt. She gets attendees engaged and is candid about her assessments and willing to say what needs to be said. If you aren't looking for change or improvement – DO NOT CALL HER. If you are, you can't call her quickly enough.

Maggie Payette Harlow | Owner, CliffDivers, Signarama Downtown, Transworld Business Advisors

I hired Whitney to create and deliver a workshop we called, "The Big Leap Event." Her energy, enthusiasm and engagement with the audience made this one of the best workshops we have ever produced at sparkspace. She has an amazing ability to make powerful concepts incredibly practical.

Mark Henson | Chief Imagination Officer, sparkspace

Whitney Bishop is all kinds of warm Southern smiles and friendly down-home charm, but make no mistake—She's incredibly passionate and serious about helping individuals and businesses effect positive forward change. Whether she's facilitating small-group interactive workshops or delivering keynotes to auditorium-sized audiences, one of Whitney's great strengths is to make direct contact with every face in the crowd so everyone feels just as welcome as if they were sharing a cup of coffee with her, all while instilling them with the personal power and inspiration to make lasting and positive change.

Don The Idea Guy | Unusually Creative

INTERESTED IN SCHEDULING AN EVENT?

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