

REWRITE YOUR STORY: FIND YOUR PURPOSE & START LIVING IT

WHY ARE YOU HERE?

I want to post a series of questions that are going to get us closer to this idea of purpose. I'd like you to take some time and answer these questions in your journal. There's no right or wrong, there's only this moment right here and now.

No one will ever read this but you.

So have at it....

No limits, no editing, no holding back...

Let's throw it up against the wall and see what comes back.

if u knew u were going to die
one year from today,
what would u do
& how would u want to be
remembered?

Rewrite Your Story

AprilYvetteThompson.com/DreamingOutLoud

if my life had absolutely no limits,
& i could have it all & do it all,
what would i choose to have
& what would i choose to do?

Rewrite Your Story

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who would u be
without
your problems?

Rewrite Your Story

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what do u need
to learn
in order to do
what u want to do?

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What recurring themes are you noticing?

Write down recurring wants, needs, loves, dreams?

We'll call this the **DreamingOutLoud Wish List**

Now answer this question about those themes:

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If they are 'shoulds,' why are they 'shoulds?' Are they want you want or what someone else wants? Or are the necessary for survival?

LIFE LIST = Keys to Happiness & Balance

This is the Life List. Hold onto it. You'll need to add these things in when we create your dreamline and 5 year plan. We're going to get these things taken care of with minimal effort of your part.

Minimal effort = only what's required.

It doesn't mean do things poorly.

It means do things with balance.

Remember Maslov's List of Needs for the Pursuit of Happiness:

MASLOW'S HIERARCHY OF BASIC NEEDS

Around the world, people go about doing the same things in very different ways. Although the behaviours of races and cultures are different, the basic needs they are

satisfying are very similar. Abraham Maslow is one psychologist who studied these needs.

A great deal of Maslow's work was devoted to how people got the best from themselves. He researched productive, well-balanced and happy people. Initially he studied the famous – like Lincoln- and later the non-famous. He found common characteristics throughout. These were a love of life, creativity, high energy, a sense of humour and good relationships in their lives. People with these characteristics are self-fulfilled. Maslow called them Self-actualised: that is, they are using their full potential.

Maslow found that all human beings have five levels of needs to be satisfied and Self-fulfilled people constantly get all five of these needs met. Maslow saw these needs in a hierarchy; a list of ideas, values or objects from the lowest to the highest.

LEVEL 1: Physical Survival Needs

The first and most basic of all needs are those to do with physical survival. This is the need for food, drink, shelter, sleep and oxygen. If a person cannot satisfy this basic survival need it dominates their interest and concern. A person who is cold, sick or hungry will not be very interested in socialising, learning or working.

LEVEL 2: Physical Safety Needs

Once the physical survival needs are met, a new set of needs emerges. The physical survival needs still exist, but having these needs satisfied regularly, a person becomes aware of the next level of human need – physical safety. This is the need to feel safe in the world: to feel safe from personal danger and threats; being deprived at Level 2 results in fear. When a person is fearful, all concentration goes to calming the fear with no thought for any other task. For a person to develop fully as a human being there must be some freedom from fear of personal attack, particularly in one's own home.

LEVEL 3: Love and Belonging Needs

Once the physical survival and safety needs are being regularly met, a need for love, affection and belonging begin to emerge. Level 3 needs result from the fact that human beings are sociable and need relationships with others. Maslow states: "The person ... will hunger for affectionate relationships with people in general for a place in the group."

Some of these needs include:

- Family or belonging – the need to belong to a group, family, religion, town or class.
- Acceptance and understanding – the need to feel alright and to know that others accept you as you are.
- Loving and affection – the need both to get and give love.
- Intimacy – the need to share inner thoughts with others in close, caring ways.

People deprived at this level seem bored and joyless, even if they are doing well at their chosen tasks. They have feelings of loneliness, pain, sadness, separation and unworthiness.

LEVEL 4: Self-esteem Needs

With a few exceptions, people in our society have a need to feel of value and to count for something. This is called the need for esteem. It is a degree of self-respect and respect from others. Self-respect includes the need for confidence, achievement, independence and freedom. Respect from others includes recognition, attention and appreciation.

LEVEL 5: Self-fulfilled (Self-actualised)

If the first four needs are being met, a new one will probably develop: the need for self-fulfilment. This is to become more what a person can be: to develop all aspects – physical, social, emotional and spiritual. Among the characteristics of self-fulfilled people is awareness of living, completeness, joyfulness, unforgettable moments or

periods of joy, unity and understanding.

We need to hit on each these each day.

Daily Schedule

What does your average weekday look like? Outline a daily task list in your journal. Everything you do each day of the week starting with Monday and end with Friday. Then do the same thing for Saturday and Sunday.

Are you covering each one of Maslove's needs in order to be happy, balanced? List the ones you're hitting the most daily: **Physical Survival Needs, Safety Needs, Love & Belonging Needs, Self-Esteem Needs, Self-fulilled Needs**

Which ones are getting the list amount of attention?

Add these to the Life Needs List which we'll use when we're constructing our timeline.

Time Management

Time Stealing Exercise

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Starting today, I want you to press the stopwatch on your phone and time how long you spend doing each activity each day. Then write it down on a piece of paper and stick it to your refrigerator door. I'd do this for 7 days in a row.

The first step is admitting there's a problem and then doing something about it.

This is the something. Take a look at all of the Timewaster activities below. These are the ones you should be timing for a week every day and log them in.

TIMEWASTER: Facebook/Twitter/Tumblr/Instagram/Pinterest (the list is endless)

Love your social media? Yeah, me, too. But it's kicking your ass and eating up time. Because guess what, it takes about 30 seconds to read a post in your feed, 15 seconds to respond. Let's say you spend 10 minutes searching your feed for funny stuff. If you're spending a couple of minutes on each post you like, that's 10 mins can turn into 20 mins really easily. If you check your social media 3 times a day, that's an hour of time wasted.

Oh, it gets better. What happens when it's a controversial post and people are talking to each other in the feed. Well, then essentially, you're having a conversation with people that should happen over drinks during the time you scheduled for socializing. Not three times a day for 30 mins. Then you spend another 15 minutes checking your notifications to see who commented on your page and who you need to respond to. So, if you check your social media feeds, say, 3 times a day. You're

wasting 2-3 hours of time daily. It doesn't feel that way because you're do it all day long for short periods, but at the end of the day, you've lost some really important hours.

SOLUTION

Check social media once at noon and once in the evening. Once a day is even better, but I'll go easy on you. Set a timer so you only spend 10 mins each time you check. When the timer goes off. Get off. Better yet, put your phone on Airplane mode so you can't access the internet.

Here's a biggie: **TURN OFF THE INTERNET ON ALL OF YOUR DEVICES.**

Only turn on the internet when you're accessing your social media or email twice a day.

TIMEWASTER: Phone Calls/Email/Texting

Each text conversation is a minimum of 5 mins on the phone. And if someone needs something from you that you have to go get, that's another 10 mins. How many people do you talk to on the phone or text in the course of your day? Let's say it's 5

people. That's a minimum of an hour you've spent having unscheduled conversations with people.

SOLUTION

Turn off all notifications on your phone. Check the phone twice a day just like social media. Or 3 times a day: once in the morn, afternoon and evening. Otherwise, no phone calls or texting/emailing outside of these scheduled times. Schedule alarms on your phone for your check in time. As soon as the alarm goes off, start your stopwatch for 30 mins and only respond for 30 mins each time.

This one is a tough one.

And here's why:

Emails/texting/instant messaging, all of these modes of communication are designed to access you and your time immediately. Each time you do, it takes you away from whatever work you're doing and then the work gets delayed, you get behind schedule and you lose time for things you really want to be doing because you've been responding to unscheduled phone calls/texts/emails all day long. Because essentially, that's what texting, emailing, instant messaging, phone calls are all about: they are unscheduled meetings.

With email, here's my rule:

I respond once a day to each person. If I respond in the morning and they email me again midday, they have to wait to get an answer until I check email again the next morning. Otherwise, you're emailing back and forth all day and that, my dear is an unscheduled conversation. The only caveat is if you and this person are meeting today and something has to change. Otherwise, nothing is an emergency.

When you check only twice a day and only respond to each person once a day; what will happen is that folks will become accustomed to the idea that you don't engage in constant emailing, so they will learn to be as succinct, clear and thorough in their initial communication.

TRANSLATION: If they want an answer, they'll get to the point faster. If they don't, then you have new information:

****THIS PERSON IS A TIMEWASTER.****

It doesn't make them a bad person; it just makes them someone who hasn't learned how to master their time. Perhaps, your example will help them see the light. And if it doesn't, oh, well. We're here to steal more time for you so you can write or start your own business or spend more time with your kid, whatever your heart's desire is.

TIMEWASTER: So called emergency phone calls, texts, emails.

SOLUTION

There is rarely an emergency.

Remember:

"lack of planning on someone else's part does not constitute an emergency on your part."

If you do not value your time, no one else will.

So be a stickler about what constitutes an emergency and thereby requires your full attention.

EMERGENCIES

So, what about actual emergencies? Things like sick parents or kids or a business deadline or your agent/manager calling you for an audition? Go to these contacts in your phone or email and make them VIPs. That will create a VIP folder in your

email. Check the VIP folder every couple of hours for 5 mins at a time. When you make them VIP's in you phone address book, you can give them a special ring so you know to answer this call. All other calls should be on silence and you'll respond during your daily check in.

TIMEWASTER: Multiple points of contact

Ideally, there should only be one place where you're check twice daily: either phone, text or email, NOT ALL THREE. Pick one method by which folks can contact you, so you're not checking all over the place which eats up time.

For example, clients, dates, acquaintances all want my phone number even though I tell them, I'm most accessible via email. I also prefer email only for business so that there is always a paper trail or record of our interaction.

Usually, I only give out my business email address. If someone already has my telephone number and insists on texting me when I've asked them to only email me, I respond to their text via email and if they still don't get it, I now know that this person is a _____.

Fricking TIMEWASTER...

And I stop responding.

Or I give them the option of scheduling a 15 min call with me via my automated scheduled system. I don't waste time scheduling my calendar, its automated because calendar scheduling is a huge timewaster. By the way, I have a personal phone number and a business phone number. I turn off the business phone at 6pm.

I just freed up 5 hours of your time daily...

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So, let's review this list:

- **1. Start keeping a log of how much time you spend on each activity starting today**
- **2. Check all social media once a day and spend no more than 20 mins.**
- **3. Respond to texts/emails/phone calls twice a day for no more than 30-45 mins each time. **
- **4. Create VIP contacts who have special ringers or show up in a special VIP folder which you'll check every couple of hours for 5 mins at a time.**
- **5. Pick one mode of contact: either text, phone or email, but not all **
- **6. Automate your calendar so you're not wasting time scheduling things**

All of this stuff is about valuing you and setting boundaries.

If you're still struggling with either of these, do what I did: I just followed the rules until my confidence caught up. And it will, use the rules and blame me if folks get mad. Right now, my only concern is helping you find the time to pursue your real dreams.

Okay, now look at the daily schedules you wrote out previously.

How many places are you wasting time?

Did you include any of these things on the daily list of things to do?

If not, go back and add them right now. In real time. Be brutally honest about how much time you spend on these things, now add them to that list of daily activities.

Rewrite Your Story Schedule

Now, I'd like you to create an alternate daily weekday schedule in your journal. On this schedule, make sure that each day, you're covering all of Maslovs list of needs: Physical Survival Needs, Safety Needs, Love & Belonging Needs, Self-Esteem Needs, Self-fulilled Needs

Now add in all the life needs and the dreamand create an ideal week day schedule hour by hour from 8am-11pm Monday-Friday.

Then do the same thing for Saturday & Sunday.

How much is your time worth?

Go back to those questions you answered at the beginning of class:

DreamingOutLoud List. Using those list of things that you would be doing in an ideal circumstances along with your LifeList, I'd like you to create a 6 month plan using the Dreamline sheet. Make sure you include every single expense and then pad the budget 30% so you can real picture of how much it will cost for you to do everything you dream of as well as the necessities for survival.

Open up the dreamline sheets attached to the members only page and let's figure out what your plan is for yourself, how much your time is worth and how you're going to get the 6 month, 1 year and 5 year plan done and download them now.

Let's do one for your 6 month plan, then your 5 month plan.

TIME = MONEY

That's the lesson I want you to keep saying to yourself outloud each and every day. TIME =Money. So that you start to honor your time. When you honor your time, you'll make the most of it by doing the things closest to your heart, your dreams, your needs.

- How much is an hour of your time worth in order to reach the goals outlined in this plan?
- What would happen if you only worked on, gave focus to things that paid your hourly rate?
- How would that change your life?
- What would it free you up to do?

- What decisions would you make differently?

-How would your average day look?

Q&A & Next Steps

What questions do you have?

What would you like to learn more about?

Where do you feel like you need more guidance, support?

How can I help you get on track with your dreamline?

move your focus
away
from what other people think
to how you
feel
when you're doing things
that you love

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