

Productivity Tips to Stay Positive, Directed & Focused Activity Template 2

Time Management Activity: Transforming Unproductive Thoughts into Productive Activities*

If you'd like personal coaching, to achieve more success with your life, career or time, contact Kathryn McKinnon at support@Kathryn-McKinnon.com

The purpose of this exercise is to help you become more aware of your thoughts during the day and how your thoughts can impact the choices and decisions you make.

Everyone has negative thoughts during the course of the day. It's normal. On average, you have about 20,000 thoughts a day and unfortunately, 80% of those thoughts are negative. Often you can't avoid negativity because you're surrounded by it. You can't help it. What you can help is whether or not you choose to invite negative thoughts into your mind.

If you're thinking about things that make you feel worried, anxious or stressful, these thoughts will only lead to more worry, stress and fear. These thoughts won't help you reach your goals.

This exercise is designed to help you become more aware of your thoughts and to notice whether they are positive or negative.

1. Get a large rubber band, the wider the better, and put it on you wrist.
2. Leave it on your wrist for at least 24 hours. (You can take a shower with it on your wrist.)
3. Any time you have a negative thought or a thought that doesn't serve you, makes you feel worried, anxious, fearful; any time you start to get angry or resentful – snap that rubber band!
4. When you snap the rubber band, just say, *"Thank you for sharing."*
5. This is a conditioning exercise. It's not meant for self-flagellation.
6. It's a great activity to help you become more aware of what you think about.

When you have a thought that's negative, a thought that doesn't serve you, a thought that doesn't make you feel good, don't be critical of yourself. When this thought crosses your mind, just observe it and say, *"Thank you for sharing."* Then let it go and reach for a better thought. Reach for a thought that makes you feel better.

Try not to hold onto negative thoughts because negative thoughts create more of the same--stress, anxiety and fear. When you invite these thoughts into your

mind, they become part of your cellular memory and can manifest as more anxiety, stress, worry and fear. This can eventually show up in your body as disease such as high blood pressure, heart disease and even cancer.

If you spend more time focused on positive thoughts and you fill your mind with thoughts of gratitude and appreciation, these thoughts will lead to more positive thoughts and experiences. You'll have a much better chance of reaching your goals and having better outcomes with this kind of mindset.

This exercise will help you become more aware of what you think about moment by moment and will help you make an adjustment to a life with more joy and happiness.

If you continue to do this exercise, over time, you'll begin to notice all the thoughts that cross your mind. You'll get to choose whether or not you want to continue to snap that rubber band or just choose a better feeling thought. *You'll make a conscious choice to invite thoughts in and let them grow or simply let them go.*

A great philosopher once said, *"Thoughts are like birds in tree. They come and go. You can invite them to sit on your branches, just don't let them make a nest there."*

Choose to let them fly away. Snap that rubber band and let them go!

When you're fearful or worried or under stress, always reach for a better thought.

A good thought will create a better feeling and that will help you make better choices which will lead you to better responses, actions and experiences.

You may not believe you have control over your time because of the demands others make of you.

However, you do have control over what you think about when you spend your time. You have control over the priorities you choose to act upon. You have control over how you respond to a situation before you take the time to do anything.

When you create this kind of mindset, and think of your time in this way, you begin to live with a greater sense of awareness and freedom about what you choose to do with the time you have.

*This exercise is one adapted from T. Harv Eker's Millionaire Mind Intensive.