

### PROGRESS CHART

Date		Points (+/-)		Score

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### TIME PEACE PROGRAM 100-POINT CHECKLIST

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#	SECTIONS			
	A	B	C	D
25				
24				
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GIVE YOURSELF CREDIT AS YOU GET POINTS FROM THE 100-POINT PROGRAM. FILL IN COLUMNS FROM THE BOTTOM UP.

# Time Peace Program

VERSION 4, 9/01

*100 WAYS TO SAVE TIME,  
CREATE TIME AND HAVE  
MORE THAN ENOUGH TIME.  
AND DO SO PEACEFULLY.*

**Instructions for this program  
are on the last page.**

Developed by the staff, trainers and participants of

## COACH U, INC.



## A. DISTINCTIONS TO IDENTIFY & EMBRACE

*Peace requires a deeper sense of yourself to the point that you stop having concerns or worries. To get to this rich place, one needs to learn and understand more about what time is, how it works and how to relate with it properly. Including the follow principles will accelerate you towards Peace and having plenty of time.*

- Time is a tool that is exclusively mine to play with.
- How I spend my time will give me 80% of the fulfillment I desire.
- Time is a gift when I grant myself to others.
- Time is elastic. I can stretch it or compress it.
- Time has been used as a weapon to suppress, conform and standardize human existence.
- Time is a limited reference point from which to view being.
- Time is not manageable, but my choices and actions are.
- Time is not a thing; it is merely a reflection of how I am being.
- Time is a function of the Mind; space is a function of Being.
- I have far more time than I need.
- Time is a flow; I can't get more of it, but I can do more with it.
- Lack of time is a resistance or emotional problem.
- One has enough time when doing what matters rather than doing what means something.
- The more powerful and able I become, the bigger my boundaries need to be.
- Time has no consequence. However, not being responsible for what I need does have consequences.
- My relationships are more important than my results.
- Miracles and discontinuous results are natural and they happen to me.
- Good timing occurs naturally when you've mastered this thing called Time.
- Success comes from applying yourself and luck. Luck is a matter of timing. Timing is a matter of attraction. Attraction is a matter of reserve. Reserve is a matter of Selfishness. Selfishness is a matter of extreme Self Care. Self Care is a matter of a strong personal foundation. A strong personal foundation comes from applying yourself to yourself. Applying yourself takes time. Time takes commitment.
- Cutting out 50% of what you should do grants time.
- There is plenty of time for what you're ready for.
- Time is not a function of the clock. Time is a way to describe one's space, not one's schedule.
- Having a reserve of time is a lifestyle.
- One's good judgment is often enhanced with space.
- "Coming from" eternity grants one lots of time.

\_\_\_\_\_ **Number of boxes checked (25 max)**

## B. HABITS & CONDITIONS TO INSTALL IN YOUR LIFE

*Having time and peace usually calls for a change in routine, priorities and lifestyle. One may have to radically change one's habits and conditions just to free the pendulum; it may whack itself on the opposite side of the case before finding its natural center of balance. It's worth the risk, but make sure you have the money, space and time to shift your relationship with time and peace.*

- I am always early. I leave early, I arrive early, I return earlier than when I said.
- I keep my word 100% of time, but don't panic or rush or use adrenaline when I can't. But I do revoke promises and give early warning if I must.
- I've made a commitment to value my Self and my time.
- I am above 90 on the Addiction & Conditions Index.
- I budget time to handle the problems caused by entropy.
- I have all the time I want.
- My 3 key boundaries are simply never crossed.
- I have at least one free hour each day.
- I put my needs ahead of another's wants, needs or problems.
- I take the path of least resistance and then I fully apply myself. I row gently *downstream*.
- I have all the tools, information, relationships and resources to be extremely productive, naturally.
- My gas tank is never less than half-full.
- I do not speed or tailgate; I am not in a hurry.
- I use a time management system so that I don't have to remember *anything*.
- I am at 90 or above on the Clean Sweep Program.
- I am 90 or above on the NeedLess Program.
- I am 75 or above on the Advanced Recovery Program.
- I know the top 3 things I will accomplish this month.
- I know the top 3 things I will accomplish this year.
- I have four vacations scheduled this year and am excited about each of them.
- I've let go of the Past. It was; I am.
- I integrate my activities so I have time enough for all of the ones I really care about.
- I have and enjoy a routine of 10 daily habits, which keep me well.
- I've made the authentic choice to have life be effortless and it shows.
- I've set a financial value on my professional time, and I get it or know why I chose not to receive it.

\_\_\_\_\_ **Number of boxes checked (25 max)**

### C. PERSONAL SKILLS TO PRACTICE & MASTER

*In addition to changing habits, one can benefit by developing or strengthening interpersonal and life management skills, a number of which are listed below.*

- When emergencies happen, I schedule them in.
- I ask for exactly what I want, not what I think I can get.
- I naturally educate my environment so that all that comes to me is exactly what I want or is something better.
- I stop a person when they say or do something that doesn't sound straight to me or if it affects our relationship.
- I fully handle matters; everything I touch does not come back to bite me for at least 3 years.
- I can leverage my time - through efficiency, leverage and timing - to produce miraculous results in record time, consistently.
- I am a master at saying NO even when I should or could say YES.
- I promise about 50% of what I know I will deliver.
- I know how to fully resolve/accept something, even though it is not finished yet.
- I can think and dance 3-dimensionally; I no longer use the linear approach.
- I am at cause; I self-manage.
- I know how to condition and position results, rather than force or manage them.
- I am an excellent problem-solver.
- I know how to plan my time well.
- I respond to people's problems or opportunities; I don't react to them. They are not mine.
- I know how to prioritize so I get what's most important to me done first.
- I know where my juice comes from and I am facile at getting it and having a supply of it.
- I have the phrasing, distinctions and vocabulary I need to avoid chatter.
- I know my required degree of integrity and I am skilled enough to keep my Self there. If I slip, I regain my footing within a day.
- I manage and maintain my reserve of time and protect it from encroaching ideas, commitments, obligations, wants and shoulds. I value that reserve.
- Each day I work on the goal, project, need or skill that will give me a real future, not just incremental progress.
- I can sense people who will waste my time or take my energy from a distance and I take steps to avoid, manage or educate them.
- I get things done in less than half the time it used to take me. I don't drag things out unless I want to.
- I take all the time I need so that the tasks I touch are finished completely and don't unravel later.
- Time is my friend and resource.

\_\_\_\_\_ **Number of boxes checked (25 max)**

### D. WHAT TO STOP DOING FOREVER

*To have time and peace, one usually needs to give up some behaviors or routines. During this process, you may feel irritable, free, boredom, confusion, a sense of loss, or rushes of energy. Just remember: One usually needs to pass through the gates of boredom to enter the garden of peace. Be willing to be bored and work through that.*

- I have completely stopped doing things that I should, could or ought to do, yet I am still fully responsible.
- I don't even think about doing the above. My mind doesn't wrestle with stuff anymore.
- I don't do errands, ever.
- I don't do my own laundry or housework.
- I don't wait to handle problems; I RAH them: Recognize, Anticipate and Handle.
- I don't do important stuff alone anymore.
- I don't tolerate anything from anyone, and people still like and love me.
- I don't create problems or dramas in my life, anymore.
- I do not tailgate, speed, cut it close with pedestrians or run yellow lights. I always let the other person in.
- I don't offer. I let people ask, first.
- I don't gossip or talk about others, good or bad. I talk about the person with whom I am speaking.
- I don't hang around with people who diminish me or give me a hard time.
- I don't do things in order to get things. I go for the ultimate goal, not the ones I think I should have to get first.
- I don't set goals that I should; I set goals that I want.
- I don't take on other people's problems, even if they are seemingly critical ones.
- I don't diddle; rather I take time to be fully unscheduled so I can feel free.
- I don't beat a dead horse, even if it should be able to get up. I cut my losses and move on to Plan B, which I always have.
- I don't "do" adrenaline any longer. I've over it!
- I don't hang out with associates or friends who are adrenaline addicts.
- I don't "do" good ideas any longer; I do what has meaning *to me*.
- I don't get my energy from causing Accountability Deferment Tactics, overcoming problems or beating deadlines. No thanks!
- I don't get who I am from what I do, so I don't have to do more to be more. I am who I am and I am happy about *that*.
- I don't "do" emergencies. They are a source of Accountability Deferment Tactics.
- I don't try to change people, but I do extend boundaries.
- I am not rushing through this program.

\_\_\_\_\_ **Number of boxes checked (25 max)**

