



TM

think time





TM

think time

This journey belongs to:

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If found, please contact me.

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[phone]

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[e-mail]

## *Mission Statement\**

A large, empty rounded rectangular box with a thin black border, intended for writing a mission statement. The box is centered on the page and occupies most of the vertical space below the title.

\* Go to [think-time.com/mymissionstatement](http://think-time.com/mymissionstatement) for a *Free Download* to guide you through the process of writing a mission statement and identifying your core values.

# *Core Values*

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## *Thank You for Choosing Think Time™*

You have tried a million productivity planners,  
but **none of them work** for your creative mind.

It's *frustrating* to have  
**important dreams and goals,**  
but to not find a planner  
to help you achieve them.

Have no fear.  
**Think Time™ is here!**

Think Time™ is the  
*first whole brain planner* to help you  
**use your creativity to boost your productivity**  
so you can *bring your dreams to life.*

Don't waste another day with a planner  
that doesn't work for you.

Use Think Time™,  
**the planner designed**  
**with your creative brain in mind.**

*Let's*

GET STARTED





## *How Your Think Time is Organized*

**to help you BRING YOUR DREAMS TO LIFE**

### **The Mission Statement & Core Values Download**

In the preceding pages, you will find space to draft a mission statement and to identify your core values. Use the link provided to gain immediate access to a **complimentary download** to guide you through exercises to help you get clarity so you can align this year with your big picture life mission & core values.

### **Think Time™ Toolbox**

The Toolbox introduces you to **Think Time's™ creative thinking tools**. The tools guide you to complete targeted thinking exercises to help you live on purpose, fight distractions, & get results. The tools guide you through 3+ phases of thinking: **Dream, Decide, Do + Review**.

### **The Think Time™ Timeframes**

This Think Time™ Planner spans one year and includes **four different timeframes** (1 yearly, 4 quarterlies, 12 monthlies, and 53 weeklies) to help you bring your long-term goals into your day to day life. *For ease, **add a movable tab** to each section to help you flip back & forth between them.*

### **Coaching Notes**

A sample Think Time™ with coaching notes is included before each timeframe. ***\*For a quick start, simply open your planner and follow the coaching notes in each section to begin.***

### **Bonus Tools**

Maximize your results by utilizing **bonus thinking tools** to help you expand on your ideas, evaluate decisions, develop supportive routines, track habits, and more.



I saw the angel in the marble  
and carved until I set him free.

*- Michelangelo*





# toolbox

Your Think Time Planner includes access to complimentary online tutorials.

To access these tutorials at any time, simply go to

[think-time.com/tutorials](http://think-time.com/tutorials)

Use "iThinkTime" as your case sensitive password.

# Think Time Tool Box

## *dream...*

In the “Dream...” phase of ThinkTime, you have the opportunity to visualize what you really want. Beginning with right-brain creativity exercises, you will discover and define your desires. Dream big and do **not** edit yourself during this phase... (editing comes later).



**The Timeline Tool** helps you gain perspective. Use the timeline to record highs and lows and to obtain insight on your personal story. Draw peaks and valleys. Record monumental moments. Sketch out goals for the future with deadlines. When considering a life-changing decision, ask how it will qualitatively change the rest of the timeline. If you do not make this change, will you look back and feel satisfaction or regret? Timelines are clarifying...and fun!



When you see an **Envision Box**<sup>1</sup> like this, it is time to get out your favorite pencil or pen and **start drawing!** Stick figures are welcome. Ask yourself what you want. What does wild success look like? Begin by drawing with as much detail as you can—engaging your right brain and powerful affect. Later, return and extract words (left-brain) from your artwork to help convert these drawings into your written goals. Then, enjoy watching your visions play out in real life. When they do, snap a picture, and share them on our Facebook page!



The **More Of / Less Of** exercise is exceedingly simple and surprisingly powerful. Use words or pictures to reflect into the past and project into the future at the same time. What do you want more of? What do you want less of? Just asking these two questions brings forth refreshing clarity.



Join Leonardo Da Vinci and centuries of great thinkers as you generate and organize your ideas with the **Concept Cloud**. Start with broad categories around your concept first. Then, connect related ideas to those. And, keep going. Let the ideas flow. Often, one idea leads to another. So, give it some Think Time. The power of this tool cannot be overstated.



**Five Sensing.** Think through the lenses of each of your five senses. What do you want to see? What do you want to hear? What smells will you associate with your completed goal? What will your hands touch or feel? What will you taste? You may be surprised at how your truest desires are revealed through your senses...and how motivated you will be to achieve what you have so clearly envisioned.

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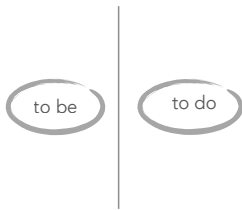
<sup>1</sup> Neuroscience research shows that visualization works with the human mind to greatly increase performance, focus, motivation, and goal achievement. “How to Use Visualization to Achieve Your Goals.” *The Blog*, by Frank Niles, PhD, Huff Post online, accessed May 20, 2017. [http://www.huffingtonpost.com/frank-niles-phd/visualization-goals\\_b\\_878424.html](http://www.huffingtonpost.com/frank-niles-phd/visualization-goals_b_878424.html)



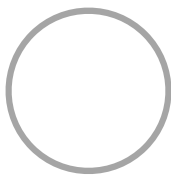
Do you have too much to do? Too little time? This is your opportunity to lighten your load. **The Rosebush** is *not* for the faint of heart. Think tough calls. Defining moments. Turning points. Inspired by a concept introduced by Dr. Henry Cloud,<sup>2</sup> The Rosebush activity helps you to identify what you want most as well as what you need to prune in order to obtain it. Prune the Rosebush in order to channel resources to your prize dreams and goals (your “prize roses”!). Label your roses. Then, stop to smell them.



This is your opportunity to achieve more than you can imagine—literally. Coined by Walt Disney, “**Plussing**” is a way to make an idea even better.<sup>3</sup> Walt Disney constantly challenged his artists and imagineers to envision what was possible and then to “plus it,” to go even further...and then plus it again! In this exercise, take your ideas to the next level by asking yourself, “How can I make this better?”



The “**To Be / To Do**” **Dual Concept Cloud** encourages you to remember that in life both relationships and results matter. Use the “to be” cloud to brainstorm ways to relax, to rejuvenate, and to relate. Use the “to do” cloud to get on paper all that you hope to accomplish. Not only does this tool honor your human nature as a human being meant to do great things, but it also enhances your resolve. Victor Frankl noted in his seminal work *Man’s Search for Meaning*<sup>4</sup> that we will persevere through the greatest trials and overcome challenging obstacles for the people and tasks that matter to us most.



Inspired by the well known Serenity Prayer, the **Serenity Circle** empowers you to focus on what is in your control and not waste your time thinking about or putting effort toward what is outside of it. Take a moment to evaluate what is on your mind. Write the portions that are within your responsibility inside the circle. Can you see where you need to take action? Then, write outside the circle what is outside your control. And...just let these parts go. Feel lighter?

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<sup>2</sup> Henry Cloud, *Necessary Endings* (New York: HarperCollins, 2010), pp. 15-33.

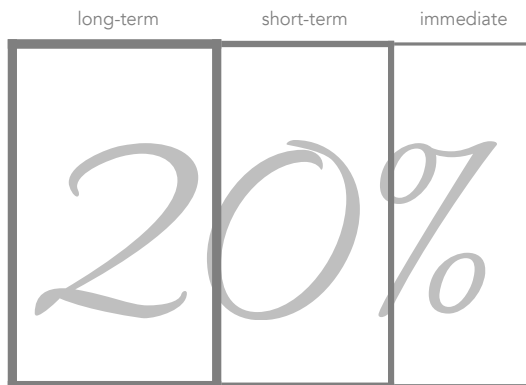
<sup>3</sup> “How Walt Disney Used the Power of Plussing,” Dale Carnegie of South Carolina, accessed December 11, 2015 <http://www.dalecarnegiewaysc.com/2013/07/29/how-walt-disney-used-the-power-of-plussing/>.

<sup>4</sup> Victor Frankl, *Man’s Search for Meaning* (Boston: Beacon Press, 2006).

# decide.

In the “Decide.” phase of ThinkTime your left-brain looks objectively at all that your right-brain has imagined. Here, you choose the ideas that will become strategic action items as you take the next step toward transforming your dreams into reality.

pros	cons	Get unstuck! Gain some traction! When evaluating a decision, sometimes it just helps to weigh the <b>Pros and Cons</b> . Benjamin Franklin assessed his decisions by folding a sheet of paper in half and collecting his thoughts. He often allowed three or four days to weigh a big decision. At times only the pros were visible to him and at other times he could only see the cons. Weigh the pros and cons, decide, and move forward with confidence.
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The **Decide Columns** are powerful for sifting and sorting your ideas. Here you will identify the most important ideas and prioritize them before adding them to your calendar.

Utilizing Pareto’s Principle<sup>5</sup> — also known as the 80/20 Rule — determine what actions really “move the needle” toward achieving your clear vision unearthed in the Dream phase. Then give your time, energies, and efforts toward these “20% high leverage” activities. Sort your activities with an immediate, short-term, or long-term timeframe label to clarify priorities.

Note: Remember, it is often good things that keep us from the best things. Minimize or eliminate activities that do not move you toward your vision, no matter how “good” they may be.

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<sup>5</sup> Vilfredo Pareto was a 19th century Italian Economist whose principle states that across many areas of life, 80 percent of results flow from 20 percent of activities. This means that some activities give you dramatically greater results—and some are simply time wasters. As you choose actions toward fulfilling your mission and unique purpose, be sure to identify the most important “20% high leverage activities,” and do them **first**.

# do!

The “Do!” phase of ThinkTime is where the rubber meets the road. Now, you bring your dreams to reality. Here, you take action.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

A goal is a dream with a deadline. **The Calendar** is a familiar yet powerful tool for grasping where we are in time and where we are going. Manage your life and achieve your goals by scheduling them — either on the calendar provided or in your favorite digital device or app. When you time-slot your tasks you are exponentially more likely to achieve them. Be sure your long-term goals are in your routine!

✓	abc	action items	estimated time	motivation
	a1	start...	30 min.	
	a2	complete...	15 min.	
	a3	develop...	2 hours	
	b1	delegate...	4 hours	
	b2	contact...	15 min.	
	b3	follow thru...	10 min.	
	c1	evaluate...	30 min.	

The **Prioritized To-Do List** actually helps you *do!* your to-dos! After you have sifted and sorted your dreams, organize them according to priority. Then, estimate the time your action will take before adding it to your calendar. Realistic time estimates boost the chances you will complete your action. Finally, soar over psychological hurdles by sketching your motivation for completing this task.

## ...review.

<i>I am Thankful for...</i>
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Nothing changes the structure of your mind for the better like thankfulness. Research demonstrates that thankfulness promotes better physical, emotional, and psychological health. Thankful people even have more energy and envision brighter futures.<sup>6</sup> At Think Time we know the power of seeing into the future. The vision quickly becomes reality! Take some Think Time to be thankful.

...review.
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Wisdom is gained through pausing and reflecting. After you have completed the Dream, Decide, and Do sections, take time to review. Use this space in any way you would like to review what worked and what didn't. You may draw a poignant picture, create a More of / Less of list, or brainstorm ways to get unstuck and rise above the challenges. Don't make the same mistake twice!

<sup>6</sup> Henry Cloud, *The Law of Happiness* (New York: Howard Books, 2011), pp. 124-126.



I saw the angel in the marble  
and carved until I set him free.

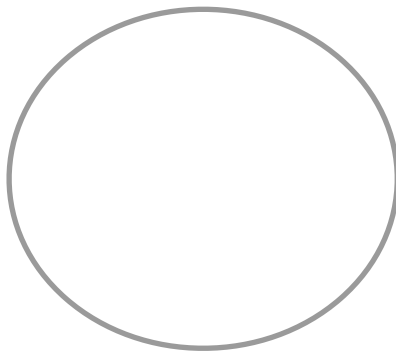
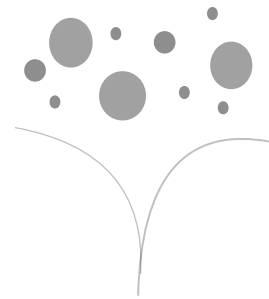
*- Michelangelo*

*dream...*

April - June  
2026

more of:

less of:



health

spiritual

money

personal

work

*Think Zones*

service

home

relationships

family

to be

to do






*decide.*

long-term

short-term

immediate

		
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do!

2026

Action Items:

Apr

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Jun

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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*...review.*





# bonus section

# Concept Clouds



# Timelines



# Pros & Cons

pros

cons

pros

cons

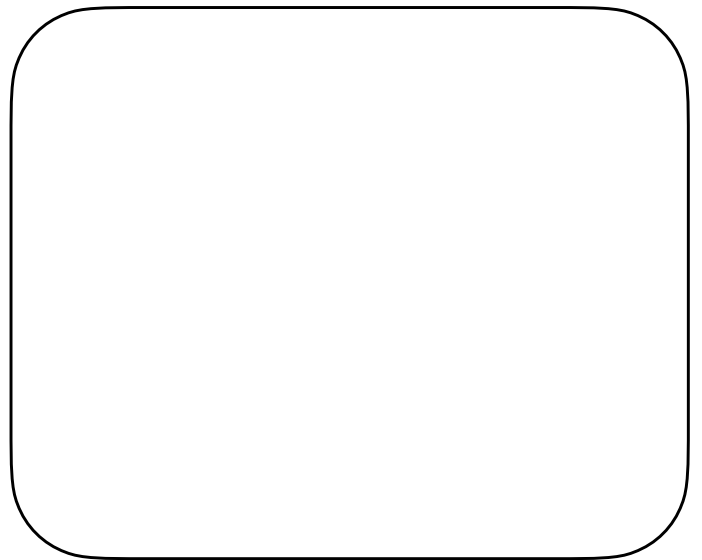
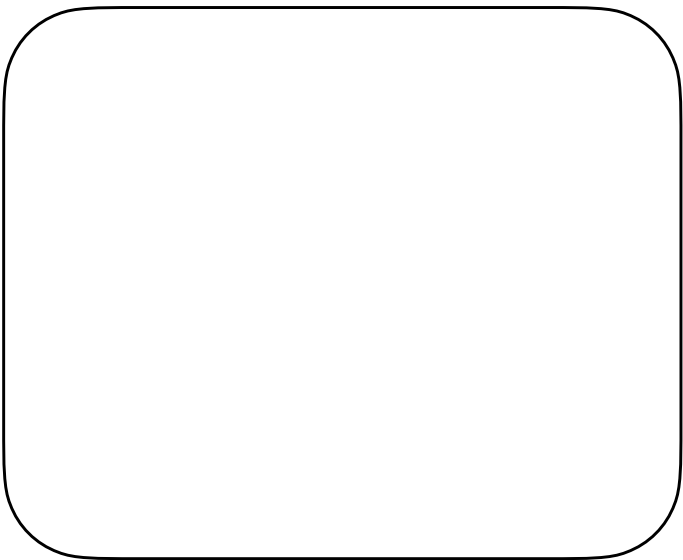
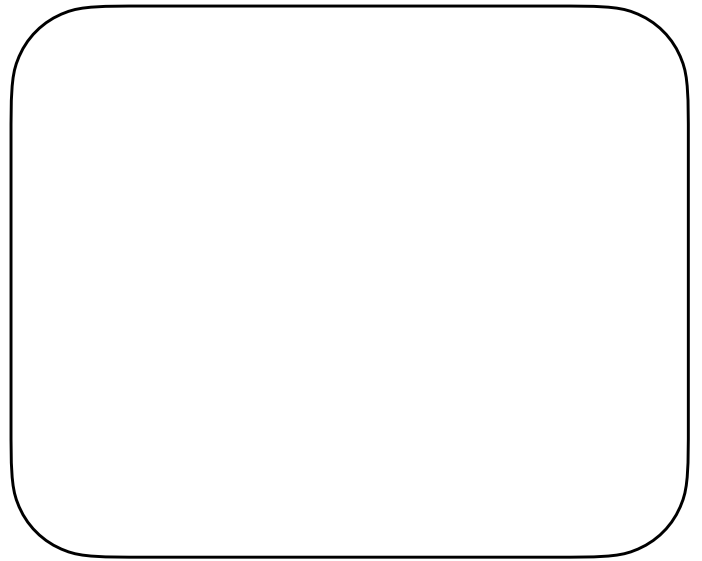
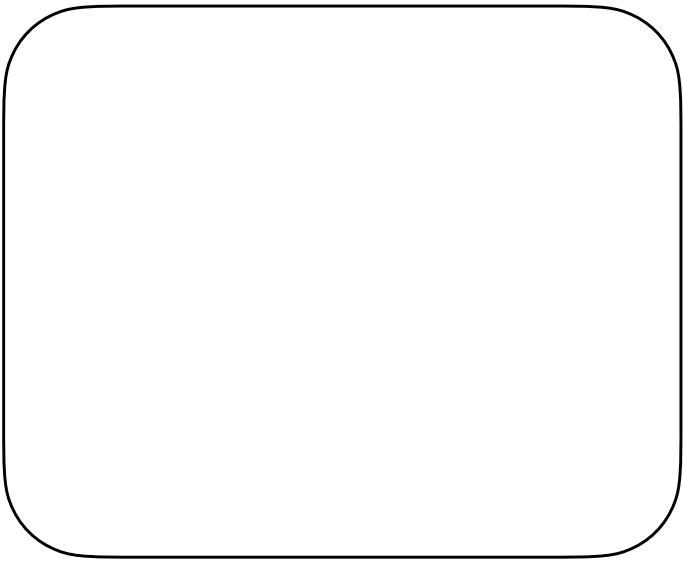
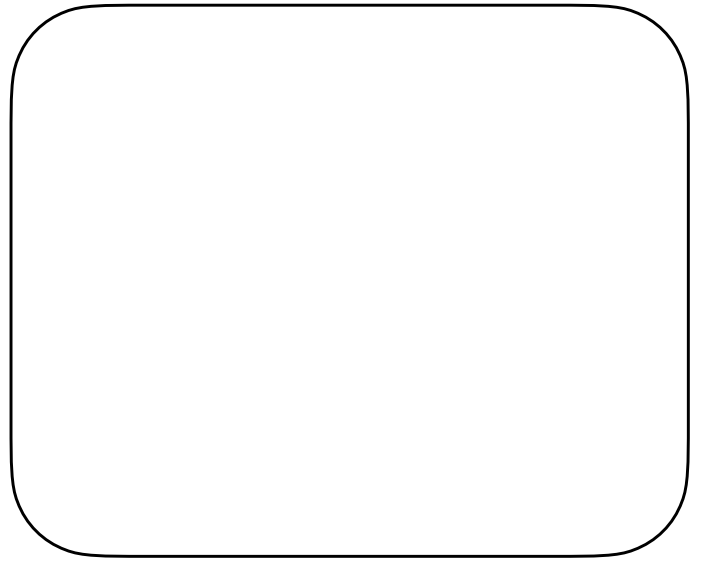
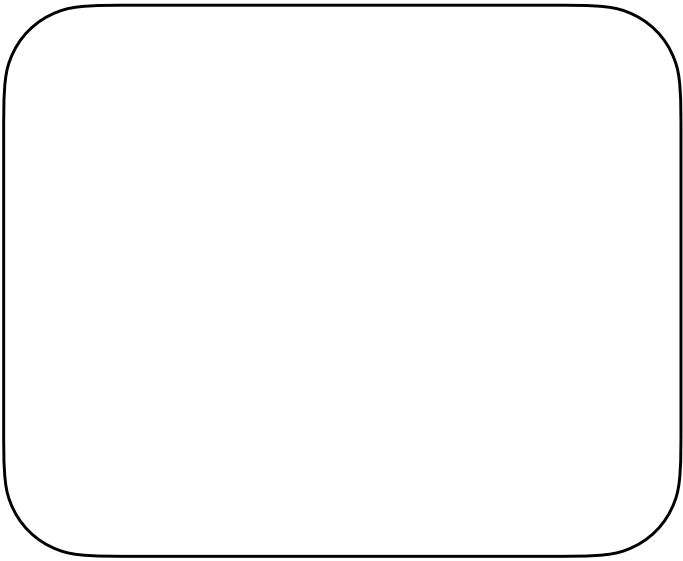
pros

cons

pros

cons

# Rhythms



do!

# My Dream Routine

	sunday	monday	tuesday	wednesday	thursday	friday	saturday
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
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4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							



*do!*

## JAN

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

## FEB

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28

## MAR

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

## APR

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30

## MAY

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

## JUN

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30

## JUL

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

## AUG

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31

## SEP

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30

## OCT

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

## NOV

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

## DEC

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31









*free space*

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