

## Be Mindful of Time

Being mindful usually means to live and engage in the present. It's hard to enjoy the moment in the midst of a whirling, rushing life and a mind that is not focused. However, we are urged, in Psalm 118:24 to notice this day God made and to rejoice in it.

### Rejoice! It's a key tool to being mindful

- Rejoice each day. Wanting more and desiring the next activity distracts from present enjoyment. Express thanks for the moment and what you have. Express appreciation for people who are with you. Be content for each moment that God provides.
- Pause and stop letting your mind wander or worry about what is next on the list or the latest crisis.
- Pause and pay attention to the moment, people, and surroundings.
- For people intent on success and accomplishment this may mean switching focus from accomplishments as completing tasks to accomplishments of connecting to people. Focus on the present setting and conversations.
- At the end of the day, rejoice for moments shared, tasks accomplished, and the joy of life.

### Keep your to-do list simple. You can't do everything in one day.

- Pay attention to what is actually needed now. Keep a short to-do list that has a division for each important area (work, self-care, family, volunteering). A large cross on a piece of paper can make 4 main divisions. List what you need to do this day or week and not a gazillion other things. Only work on the to-dos in one area at a time.
- Add to your calendar notes of things to do in the next week/month/season. That way you can let go of those activities for now, but know you won't forget them.

### Focusing tips

- Engage with people. Listen with your senses.
  - Look at the person speaking and observe gestures, expressions, posture, dress, hairstyle, and perfume or aftershave.
  - Take in the entire person and try to understand emotions behind the words.
  - Try to look at the person with a new perspective, asking God to reveal something new about the individual to appreciate.
  - Take time to acknowledge the speaker, give encouragement or empathy to show respect and interest.
- Let go of distractions
  - Stay focused on the current task. If other thoughts interrupt, jot a note about it and go back to the current task.
  - Set boundaries of when people can call you or drop by. That gives you large blocks of time to focus on a task.

### Priorities

List tasks and any due dates/deadlines/schedules appointments

Know what tasks must be done regularly (daily, weekly, monthly)

Rank what's urgent, important, and what can wait

Schedule regular tasks (paying bills, menu planning, cleaning)