



HELP

Heartfulness - Experience of Life's Potential



Dear students,

Welcome to the ONLINE HELP program. As informed to you all, we will be sharing reading materials as part of every session. The reading materials will be a short collection of notes, stories, quotes, and other inspiring material that will help all of us to deepen our understanding and experience of essential life-skills that are necessary as part of our lives. Please see the reading materials below.

Read and Enjoy, Do and Feel and Become

Yours affectionately
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HELP SESSION 13

TIME MANAGEMENT

“The two most powerful warriors are patience and time.” - Leo Tolstoy

Concepts

1. Our Time Bank
2. To-Do-list
3. Prioritizing
4. Affirmations to use time wisely
5. Simple & Useful Tips

Our Time bank

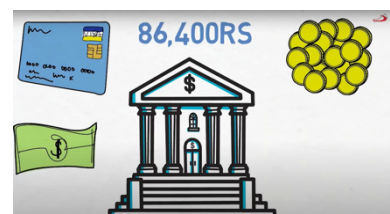
86,400 seconds credited in the morning every day in all our accounts.

We are permitted to use all the seconds within **24 hours**.

Can't **carry forward** any unused seconds!

No **overdraft** permitted. So we must use time wisely.

https://www.youtube.com/watch?v=Qkq_6GIak9M



“To do list”

The first step in using time wisely is to write a ‘To do list’.

TO-DO LISTs are **planning tools**. It is a **check list**.

It helps us to **navigate** the day’s or week’s activities and manage our responsibilities. **Be crisp, clear & precise.**



Prioritization

Once the to-do list is ready, we must **prioritize** the activities
With **timelines** for each.

Prioritizing is nothing but setting the **order of importance** in which the activities should be completed.

Remember “**First things first**”.

Eisenhower Decision Matrix-

<https://www.youtube.com/watch?v=tT89OZ7TNwc&t=2s>



The Jar of Life

The jar represents everything that is in one's life.

“**The rocks** represent the **BIG or important things** in our lives -

Our education, family, health & our service to others

The pebbles are the **other things** in our life that give it meaning -
like our job, our house, our hobbies, sports & our friendships.

The sand and water represent the ‘**small stuff**’ that fills our time,
like watching TV , Facebook, twitter or running errands.”

https://www.youtube.com/watch?v=1d_cc622suQ



“Make sure to put the big rocks in first or you will never get them all in.

The little rocks won't matter much then.”



Affirmations to Use Time Wisely

With your eyes closed state and feel the affirmations.

1. I have identified the big rocks or important things in my life.
2. I will plan my schedules according to my priorities.
3. I will act as per my plans.

Now gently open your eyes.

Some useful Tips

The first and most important tip:

Don't be lazy or lethargic.

Do you remember the hare and the tortoise story?

Let's be like the tortoise.



Add a little Buffer Time.

Buffer time is the simple act of allowing a little **extra time** between our tasks.

It's not being lazy; it's being intelligent. When switching from one task to another, you need to allow a little time **for your minds** to make the switch. Adding a little buffer time makes it happen **naturally and easily**.

Let's Recharge Ourselves.

In our everyday lives it is common to feel **tired and drained out**.

When energy is drained we will take **more time** to complete a particular task.

Therefore just like how we recharge our cell phones, we need to recharge ourselves both at the **physical and mental levels**. We all are aware of the ways to recharge our batteries.

Nutritious food, drinking water, yoga and exercise are very important.

Spend some time for **relaxation and meditation**. Let it become a routine.

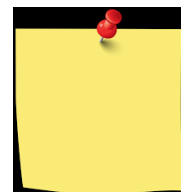
Some more helpful tips



Keep a clock visible in front of you.



Mark important events on a calendar



Reminders – Alarms or Small Notes

“No matter how busy you think you are, you can always take on more.”

All that you need to do is to set the order in which you must do your activities.

Keep a track if they are done on time. Then you will be able to win the **race of life**.

“The bad news is that **Time Flies**’.
The good news is that you are the **pilot**”.

- Michael Altshuler



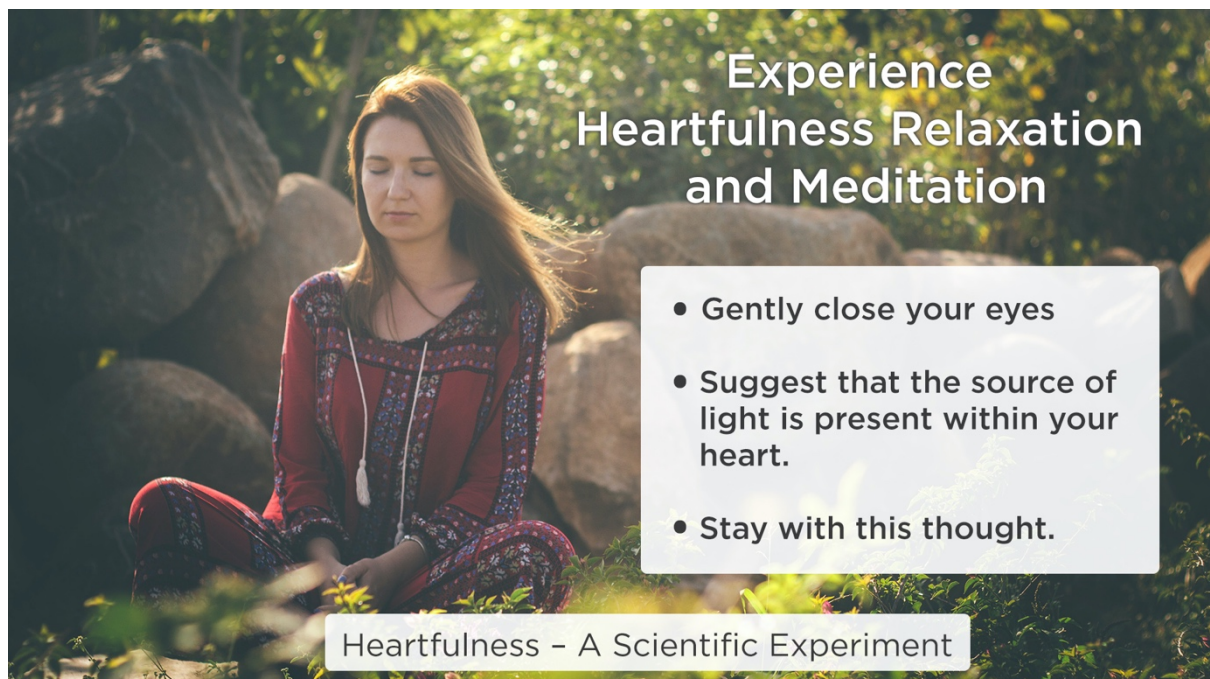
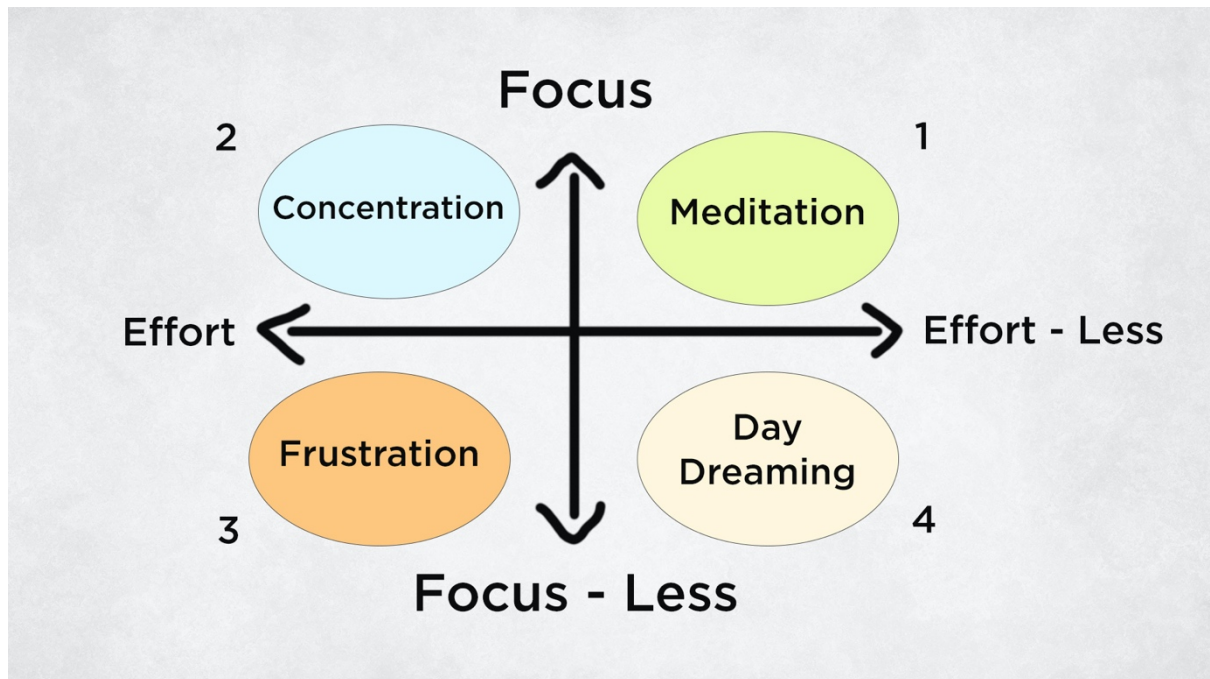
Heartfulness Cleaning

Do the cleaning practice at the end of your day's work, preferably not too close to bedtime. This process will rejuvenate you and purify your system of any accumulated heaviness. There are a few steps to the cleaning process, so in the beginning it is best to practice them in the following sequence:

- Sit in a comfortable position with the intention to remove all the impressions accumulated during the day.
- Close your eyes and relax.
- Imagine all the complexities and impurities are leaving your entire system.
- Let them flow out from your back in the form of smoke, from the area between your tailbone (at the base of your spine) and the top of your head.
- Remain alert during the entire process without brooding over the thoughts and feelings that arise. Try to remain a witness to your thoughts.
- Gently accelerate this process with confidence and determination.
- If your attention drifts and other thoughts come to mind, gently bring your focus back to the cleaning.
- As the impressions are leaving from your back you will start to feel lighter.
- Continue this process for up to twenty to twenty-five minutes.
- When you feel light within, you can start the second part of the process.
- Feel a current of purity coming from the Source entering your system from the front. This current is flowing into your heart and throughout your system, saturating every particle.
- You have now returned to a more balanced state. Every particle of your body is emanating lightness, purity, and simplicity.
- Finish with the conviction that the cleaning has been completed effectively.



MEDITATION IS EFFORT-LESS FOCUS





ONE HOUR OF TIME

A man came home from work late again, tired and irritated, to find his 5-year old son waiting for him at the door. "Daddy, may I ask you a question?"

"Yeah, sure, what is it?" replied the man.

"Daddy, how much money do you make an hour?"

"That's none of your business. What makes you ask such a thing?" the man said angrily.

"I just want to know. Please tell me, how much do you make an hour?" pleaded the little boy.

"If you must know, I make \$20.00 an hour."

"Oh," the little boy replied, head bowed.

Looking up, he said, "Daddy, may I borrow \$10.00 please?"

The father was furious. "If the only reason you wanted to know how much money I make is just so you can borrow some to buy a silly toy or some other nonsense, then you march yourself straight to your room and go to bed. Think about why you're being so selfish. I work long, hard hours everyday and don't have time for such childish games."

The little boy quietly went to his room and shut the door. The man sat down and started to get even madder about the little boy's questioning. How dare he ask such questions only to get some money?

After an hour or so, the man had calmed down, and started to think he may have been a little hard on his son. Maybe there was something he really needed to buy with that \$10.00 and he really didn't ask for money very often. The man went to the door of the little boy's room and opened the door.

"Are you asleep son?" he asked.

"No daddy, I'm awake," replied the boy.

"I've been thinking, maybe I was too hard on you earlier," said the man.

"It's been a long day and I took my aggravation out on you. Here's that \$10.00 you asked for."

"The little boy sat straight up, beaming. "Oh, thank you daddy" he yelled.

Then, reaching under his pillow, he pulled out some more crumpled up bills. The man, seeing that the boy already had money, started to get angry again. The little boy slowly counted out his money, then looked up at the man. "Why did you want more money if you already had some?" the father grumbled.

"Because I didn't have enough, but now I do," the little boy replied.

"Daddy, I have \$20.00 now. Can I buy an hour of your time?"