

RESTORE WORKSHEET

1. Recentering Yourself

Prompt: Remind yourself that you are the center of your schedule and activities. Not external demands, distractions, or obligations.

Action: Write one statement declaring your intention to reclaim your time (e.g., "I am the timekeeper of my day").

2. Time Tracking

Stay mindful of where your time is going. Use pen and paper or your favorite digital tool.

Track Your Day

- List the main activities and their durations.
- Note how you felt during each activity: Productive? Drained? Distracted? Fulfilled?

3. Reflection Questions

Review your to-do list, schedule, or calendar. Answer the following:

- What am I actually committed to today?
- How am I approaching these tasks?
 - What is my attitude?
 - Am I asking for help where needed?
- Is there something I am overcomplicating?
 - Am I overthinking, involving too many people, or spending too much time?

RESTORE WORKSHEET

- Is there something I could do more quickly?
 - What errands or tasks could be completed now with less friction?
- Is there something I don't need to do at all?
 - Which tasks can be removed to create immediate space?

4. Creating More Space

Ask yourself:

- Is my presence really required here?
- Could someone else handle this?
- Could an email replace this whole interaction/meeting?
- Does this actually need to happen at all?

Write down one action you will take to create more space in your calendar or environment today.

5. Decluttering & Commitment

Identify a hotspot of clutter in your environment—physical or digital.

Commit to touching or handling just 1-3 items today.

Decide whether you can outsource this decluttering or replace a meeting with a quick message.

Reflect on how you feel after taking even a small step toward clearing space.

RESTORE WORKSHEET

6. Embracing Spaciousness

Take a moment to imagine your life with more free time and less clutter. Write down:

- How would you feel?
- Who would you be with this clarity and space?
- What habit loop will you stop, and what new positive loop will you start?

7. Review & Commit

Review your answers and intentions above. Choose one small change you will commit to today to begin restoring your time.