



# LESS WORK MORE PLAY

One key time booster and five ways  
to implement it  
so you work more efficiently  
and effectively  
and have more time for all that joy  
you desire in your life.

TAMMI BROCHMAN COACHING

# LESS WORK, MORE PLAY

## TIME BOOSTER #1: UNDERSTAND TIME

How you find your limits involves paying attention to where you're spending your time and how you're feeling. Take note of:

- What your days look like
- How you spend your evenings, weekends, holidays, and vacations
- How you feel about work time and play time
- How you feel about the people in your life
- What you know about and how you feel about your values and goals

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## TIME BOOSTER #2: SET PRIORITIES

### INSTRUCTIONS

- Your Values represent what's important to you in life. Knowing your Values helps you understand what drives you, what you enjoy, what inspires you and what you'd like more of.
- By **building a life & lifestyle around our values** we create a **life that is satisfying and meaningful** to us.
- IMPORTANT: Values change over time, and deepen as you understand yourself better - they are always moving. Your Values can also be situational eg. what's true for you at work may not be true for you at home.
- Finally, the Sample Values List below is ONLY to give you ideas. We are each unique, so there will undoubtedly be words that are missing from this list, and different words that sum up your Values better. So feel free to amend or add to the words in the list below.
- See the questions on the next page for added help.

- |                    |                   |                     |
|--------------------|-------------------|---------------------|
| 1. Accomplishment  | 34. Focus         | 67. Presence        |
| 2. Accuracy        | 35. Forgiveness   | 68. Productivity    |
| 3. Acknowledgement | 36. Freedom       | 69. Recognition     |
| 4. Adventure       | 37. Friendship    | 70. Respect         |
| 5. Authenticity    | 38. Fun           | 71. Resourcefulness |
| 6. Balance         | 39. Generosity    | 72. Romance         |
| 7. Beauty          | 40. Gentleness    | 73. Safety          |
| 8. Boldness        | 41. Growth        | 74. Self-Esteem     |
| 9. Calm            | 42. Happiness     | 75. Service         |
| 10. Challenge      | 43. Harmony       | 76. Simplicity      |
| 11. Collaboration  | 44. Health        | 77. Spaciousness    |
| 12. Community      | 45. Helpfulness   | 78. Spirituality    |
| 13. Compassion     | 46. Honesty       | 79. Spontaneity     |
| 14. Comradeship    | 47. Honour        | 80. Strength        |
| 15. Confidence     | 48. Humour        | 81. Tact            |
| 16. Connectedness  | 49. Idealism      | 82. Thankfulness    |
| 17. Contentment    | 50. Independence  | 83. Tolerance       |
| 18. Contribution   | 51. Innovation    | 84. Tradition       |
| 19. Cooperation    | 52. Integrity     | 85. Trust           |
| 20. Courage        | 53. Intuition     | 86. Understanding   |
| 21. Creativity     | 54. Joy           | 87. Unity           |
| 22. Curiosity      | 55. Kindness      | 88. Vitality        |
| 23. Determination  | 56. Learning      | 89. Wisdom          |
| 24. Directness     | 57. Listening     | 90. _____           |
| 25. Discovery      | 58. Love          | 91. _____           |
| 26. Ease           | 59. Loyalty       | 92. _____           |
| 27. Effortlessness | 60. Optimism      | 93. _____           |
| 28. Empowerment    | 61. Orderliness   | 94. _____           |
| 29. Enthusiasm     | 62. Participation | 95. _____           |
| 30. Environment    | 63. Partnership   | 96. _____           |
| 31. Excellence     | 64. Passion       | 97. _____           |
| 32. Fairness       | 65. Patience      | 98. _____           |
| 33. Flexibility    | 66. Peace         | 99. _____           |



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## TIME BOOSTER #2: SET PRIORITIES



### Get Perspective *Visioning Worksheet*



#### INSTRUCTIONS:

- Allow yourself 30 minutes of quiet time to consider these questions that help you create and shape a vision for your future.
- Work through the questions in the order below and write your answers in the PRESENT tense.

**1. Where do you ultimately want to get to in your life/career?**

**2. What if there were no obstacles?**

**3. What do you want to be doing (career and personal life):**

i) 10 years from now

ii) 5 years from now

iii) 2 years from now

iv) 1 year from now

v) 6 months from now

vi) 3 months from now



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## TIME BOOSTER #3: TAKE A BREAK

How will you make room for breaks?

What will they look like?

Creating a list of ideas to refer to can help you when you need a break but are too exhausted to think up something to do (remember sitting and doing nothing, or taking a nap, count as breaks too!).

How will you remember to take these breaks?

How will you fiercely protect these break times?

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## **TIME BOOSTER #4: GET ORGANIZED**

Your turn...brainstorm all the places and ways you want to get organized and how you plan to do that.

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## TIME BOOSTER #5: GOD AND PEOPLE

Some questions to ponder to help you with setting people and God boundaries:

- When was the last time you took time to pray?
- Do you regularly make time for learning about God or spend time in scripture?
- How will you set a boundary to include God in your life?
- Who are the friends and family and coworkers in your life that are supportive of you and your dreams and respectful of your time, energy, and talents?



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## TIME BOOSTER #5: GOD AND PEOPLE

Some questions to ponder to help you with setting people and God boundaries (continued):

- Who are the people in your life who drain you of your time and energy?
- What boundaries will you put in place for these people?
- Will you maintain a relationship with these people or cut ties with them?
- How will you remain supportive of them without continuing to allow them to be a drain on you?

# GET IT TOGETHER!

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**The real goal behind our productivity efforts is to find balance. This course helps you define what balance means to you and helps you find your way to it.**

**Low Intro price:  
\$37**

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