

From Busy to Balanced 28 Day Life Reset Workbook

Revise your plan of action and regain your focus.

Take charge of busyness,
make room for God &
find balance.

About this Workbook

This workbook is meant to help you get back into balance by taking charge of busyness, making room for God, and focusing on your priorities. Our first priorities should be those things that God says are important, such as spending time with Him in prayer, fellowship and Bible study, time caring for you yourself and time with family, maintaining healthy habits, as well as any other goals you may have that are related to God's purpose for your life and wellbeing. We all have priorities and goals we want to work on more but because of distractions many people don't use the time they do have to focus on the important things. This workbook will show you how to reclaim your time and focus on the important things first.

Using this workbook you will:

1. Regain your focus through prayer.
2. Identify your priorities and goals.
3. Identify the distractions that keep you from focusing on your priorities & goals.
4. Create a plan to deal with your distractions.
5. Write out a vision for your life with a daily plan for your priorities and goals.
6. Learn how to do a weekly review so you can maintain a balanced life.
- 7.

Martha and Mary

In the story of Martha and Mary: Mary sat at Jesus' feet and heard His words but Martha was distracted with much serving. Then Jesus said to Martha, "You are worried and troubled about many things. But there is need of only one *or but a few things*. Mary has chosen that good part, which will not be taken away from her." Luke 10:39-41

There are many distractions in life but few things are actually needed, and only One Thing is absolutely necessary – intimate time with Jesus, hearing His words. When you surrender your time and tasks to the Lord and sit with Him first, not only will He equip you for your day but He will also make sure you have time for all of your other responsibilities .

Tip: "Seek first the Kingdom of God" Matthew 6:33
The foundation of an effective Christian life is surrendering all to the LORD each day in prayer and consistently making the things that He considers important your priorities .

Regain Your Focus with Prayer

Before you begin this reset challenge take some time to search your heart. Ask the Lord's forgiveness for putting other things before Him. Ask Him to show you your distractions you and where you've disobeyed Him in the important things. Give Him time to speak to you about these things. Now, reestablish your commitment to honor what the Lord speaks to you by obeying what you hear.

Then with a clean heart and right spirit ask the Lord to show you what He wants you to do starting today – how to spend your time and what to make a part of your daily Christian life.

Wait *and* listen, everyone who is thirsty! Come to the waters; and he who has no money, come, buy and eat! Yes, come, buy [priceless, spiritual] wine and milk without money and without price [simply for the SELF-SURRENDER that accepts the blessing]. Why do you spend your money for that which is not bread, and your earnings for what does not satisfy? Incline your ear and come to Me; hear, and your soul will revive.
Isaiah 55:1, 3 AMP

Write Your Vision

Now visualize a day in the life God has designed for you. Describe your day in detail, write your vision for your life, or both.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Create a list of Daily Priorities based on your vision for your life.

Priority #1: Take time to be with the Lord	
2.	
3.	
4.	
5.	
6.	
7.	

Add up to 6 more things you believe God wants you to work on.

*On the next page is an example of my list.

My Daily Priority List

These are the top 7 priorities in my life

1. Intimate time with the Lord, at His feet, hearing His Word
2. Spiritual development – doing the Word, living it
3. Being a present parent in my children's lives
4. Working out my gifts and calling
5. Living healthy, exercise, green eating
6. Fellowship with other believers
7. Rest – the kind that truly revives spirit, soul, and body

It is essential that you learn spend time with the Lord daily and care for yourselves so that you can give your best when caring for others.

Tip: For busy people even simple things need to be planned if they are to be maintained consistently

List the distractions that have the potential to keep you from Focusing on Your Priorities

Distractions are the things that stand in between you and the life God says you can have.

1.

2.

3.

4.

5.

6.

7.

Tip: The seemingly urgent will always compete for the time of the truly important and your flesh will always try to lure you away for doing the right thing. *On the next page is an example of my list.

Distractions – My List

Example: Priorities vs. Distractions - Time Wasters & Focus Takers

1. Spending time with the Lord – false urgencies, the cares of life, entertainment
2. Spiritual Growth – not making time to study and apply the Word of God to my life consistently
3. Being a present parent – allowing other things to come first, too many commitments outside the home
5. Working out my gifts & calling – desire for other things, self-interest
4. Healthy living– emotional eating, bad planning, lack of concern
6. Fellowship and helping others – selfishness, self-absorption, entertainment
7. Rest – trying to fit too much into one day, taking on too many projects

Tip: Try to identify your distractions precisely and list the root cause of each if you know them.

Creating a plan to deal with your distractions so they don't defeat you.

Take this opportunity to write out a plan to deal with each distraction. I will only give one example here since everyone's distractions will be different, and therefore the way each person will deal with their distractions will also be different.

Example: Priority – Spending intimate time with the Lord
Distractions- False urgencies, the cares of life, entertainment:

Tools to defeat the distractions:

1. Set aside a regular time to spend with the Lord each day.
2. Decide before-hand what will be considered important enough to draw me away from my time with the Lord.
3. If it doesn't meet the requirement don't give in to the distraction.
4. Create a quiet place for this time.
5. Have a plan for prayer including Scriptures, allow the Holy Spirit to lead.

Dealing with Your Distractions Page1

Dealing with Your Distractions Page 2

Dealing with Your Distractions Page 3

Planning for Your Priorities

Now that you've made a plan to deal with your distractions, it's time to create a plan to implement your priorities into your daily life.

Weekly planners are excellent tools because they allow us to plan our days ahead of time and stay on task. The idea of this portion of the workbook is to get you into the habit of carving out time for your priorities by writing out a weekly plan in the form of a to-do list that's doable .

1. Take a good look at your schedule and decide how you can revise it to gain more time for your priorities.
2. Start with goals you can attain. Make sure your plan is doable for YOU.
3. Write out a one-week to-do list exclusively for your priorities.
4. Include each priority from your list at least once.
5. Include the amount of time you plan to spend on each priority and at what time you will fit them into your daily schedule.

Example: Weekly To-Do List

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1. Intimacy with the Lord -1 hour of prayer with the Lord when my house is quietest – 5 am (daily)
 2. Spiritual growth – daily Bible meditation with time to reflect. Use every opportunity to walk in the Spirit, obey what God says, shine my Light.
 3. Be a present parent - Take time to connect with my children individually and as a family, be a good listener, participate in their lives, bring correction according to the Word of God.
 4. Working out my gifts & callings – At present preparing through intercession & writing daily
 5. Healthy living – eat green veggies at least twice a week in place of a meal. Take a healthy lunch to work, plan to cook a healthy dinner at least 4 x a week.
 6. Fellowship and helping others- Go to church, prayer group and other fellowships during the week. Help others by serving in ministry and other opportunities that arise daily.
 7. Rest – set a regular bedtime and stick to it even if things have to wait until the next day to get done. One day a week (weekend) – relax and do something that I enjoy.
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Your Weekly To-do List

How to Do a Weekly Review

After you create your to-do list start doing the things on your list one day at a time just as if they were appointments in a planner – meant to be kept. At the end of each day check your list to see if you met your goals. Ask yourself - why or why not, using your “Dealing with Distractions” list to make sure you are using your tools to deal with any distractions. Do the same at the end of each week.

Your lists will work as a compass. Each day for the next four weeks it will tell you where you’re at and where you’re headed. You will know if you’re on track and how to get back on the right path when you lose your focus.

Will you always do what you planned? Absolutely not. Don’t let this stop you! Set your goals and work on them each day. If you consistently work on your priorities, at the end of the 28 days your life will be back in balance and you will be living life by God’s design.

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