



## The Working Guide

The following pages are designed to:

- 1 remind you of what you already know
- 2 challenge your thinking
- 3 support you with practical insights and strategies that, if applied, add choice, flexibility and genuine satisfaction to this one life.

*There will be a consistent theme as you read through. To get the absolute maximum benefit please stay curious and honest with your responses to the questions, even if you think you have already answered the question!*

There are different ways to use this guide.

If you are the structured type, then start here and work through each section in order. If you are more

**“Excellence is neither instant nor an accident. Rarely do we get it right the first time. If you want something to change be prepared to do it poorly until you do it well.”**

*Bruce Sullivan*

spontaneous, just flick to a page and start reading. Both methods work; however, neither method is better than the other – it just depends on who you are.

If you have other suggestions on how to stop the world from taking over your life then please send your ideas to:  
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## Too Busy for Life

### **Busy... Busy... Busy**

There is no doubt we are busy. Everyone is busy. Busy is seductive. Busy is expected. It provides identity. It also helps us avoid a thought-out response and allows us to genuinely not think about what we are busy doing.

Busy can be great. The question, of course, is: are we busily and consciously doing what matters most? Are we busy building a life or just busy doing things?

We pack it in week after week, endure chaos all year and then sit around at Christmas and wonder were the year has gone. On reflection, we can barely remember any of it. We have so many things yet so little time.

Our world has become the world of the Red Queen in *Alice in Wonderland*: “Now here, you see, it takes all the running you can do to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that.”

So how do you make sure you are busy doing what matters most? I personally believe that balance is not the goal. My encouragement to you is to replace the word “balance” with the word “priorities”.

What would your responses be to the following questions?

- Are you truly aware of what you are doing with your 168 hours each week?
- Are you mindful of the things that are truly important to you and, if you are, then are they getting the energy and emotional space you would want them to have on a daily basis?
- If for example you say you value family more than work ... does your family get the same energy and emotional space as your number-one client? More? Less?

### Next tiny steps for you ...

- 1 Try replacing one night of TV a month with writing down a list of the 10 things you believe that you value most.
- 2 Then estimate how much time each of those ten priorities receives in a typical week.
- 3 Leave the TV off and start working out a way to make sure they get the time and energy they need!



“MORE” is the enemy!

### Please Specify

I need *more* time with my children ...

I wish I had *more* time for me ...

I want *more* time to exercise ...

How much exactly is *more*? Many people are fluffing around with *more* of this and *more* of that without ever getting specific. If you want *more* time with your family then how much *more* time is that?

If you wanted *more* money then I could give you ten cents and you would have achieved your goal! Start with the current reality. What are the facts right now? Without them there is a tendency to let our minds negatively fantasise. “I’ll never get the time” ... “I’m always too busy” ... “I just want more time and it doesn’t look like I’m ever going to get it!”