

THE
Lawyer Life
COLLECTIVE

Autumn Noble

Time Mastery Workshop

THE LAWYER LIFE COLLECTIVE
LIFE & CAREER COACHING
FOR LAWYERS

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TIME MANAGEMENT MASTERY

Welcome, my friend, to your Time Management Mastery Program!

This work is some of the most important work we can do to transform our lives.

Our relationship with time either furthers our goals or prevents us from achieving our goals.

Once you start to understand and use these tools, I promise you that everything will change.

I can't wait to see what these tools will do for you!

Best,

Autumn



UNDERSTANDING TIME

Time is our most valuable asset. It is the only thing that we can't get more of but it is also a great equalizer. We all have the same amount of time in the day. Our power then, and seemingly our ability to create the lives that we want, is dependent upon our ability to make intentional choices about how we spend every minute of every day.

Time is more valuable than money. You can get more money, but you cannot get more time.

Jim Rohn

Most of us would agree that we could use some more time in our day. We want more time for the things that we enjoy, for our dreams, for the people and things that we love.

Imagine what having more time in our days, our years, and our lives would do. What would be different? What would be the same?

Many of us spend our days focusing on making more money and creating more achievements but is time more valuable than money? Consider whether our drive to create more abundance is misguided. Is creating more time potentially the secret key to creating more abundance?



WHERE DOES YOUR TIME GO?

If time is in fact our most valuable asset and the key to creating the life that we want, it only makes sense that we start off getting some clarity around how we are actually spending our time.

Where do your days go? Are you spending your time in alignment with your priorities?

If not, why?

How much time are you spending socializing, on the internet, watching tv, talking with friends, cooking, shopping....do you know?

These are the questions that we are going to endeavor to answer this week. The answers to those questions will help us decide how to make appropriate adjustments moving forward.

I know you're anxious to get started and dig into the meat of these tools, but I promise you this step

is ***really important***. If we don't truly understand the problem and the status quo, it will be nearly impossible to make lasting changes. Commit to doing this work and setting a good foundation for our work ahead!

WEEK 1: THE EXPERIMENT

For the next week, commit to checking in each day and taking stock of how you spent your time. Make a list below of everything you spent time on the previous day. The more detail you can capture here the better! Be sure to include simple things like driving, eating, talking, thinking/worrying, phone calls, avoiding things by spending time on social media, doom scrolling and sleeping.

Day 1:

Day 2:



WEEK 1: THE EXPERIMENT

Day 3:

Day 4:



WEEK 1: THE EXPERIMENT

Day 5:

Day 6:



WEEK 1: THE EXPERIMENT

Day 7:



WEEK 2: THE ANALYSIS

I really hope that you committed to doing that work and get some clarity around where our time actually goes! Now that you have the data, it's time to review it. Go back through your notes from the previous week and consider how you spent each day. What are your thoughts about the choices that you made? List them here.

If you could redo the previous week, what would you change? What would you do differently and why?



WEEK 2: THE ANALYSIS

As I hope you will see, the truth of the matter is that many of us don't make choices about our days and our time consciously or intentionally. Rather than deciding ahead of time how to spend our time each day and following through on those decisions, we subject ourselves to the wills and whims of others and the circumstances around us. We are living unconsciously and letting our time slip away from us. At the end of most days, many of us wonder where all the time went without recognizing that every minute that we had during that day was a gift. The question is whether we will continue to choose to squander that gift or spend it more wisely.

Now imagine that tomorrow is your last day and you only have 24 hours left on this earth. How would you choose to spend it? What would that day look like? Do not skip this part of the exercise! Really consider what you would create with the most precious 24 hours you have ever spent. Be as detailed as possible and describe your last day below.



WEEK 2: THE ANALYSIS

There's so much that we can learn from this exercise! And while we certainly can't live every day as if it was our last, we all have grown-up responsibilities after all, you probably aren't living each day treating each moment as precious and valuable as it truly is. We most likely aren't living as deliberately and intentionally as we could be.

Time is man's most precious asset. All men neglect it, all regret the loss of it, and nothing can be done without it.

– Voltaire

When we put more time into our days we can create a more fulfilling life. We afford ourselves the opportunity to fill each moment with what we truly want to create on purpose instead of allowing our days to slip away from us haphazardly and letting those outside of us decide how we spend our time.

What would it be like to live each day just a fragment as intentionally as you would live your last day?

Most of us never have a sense when our last 24 hours are upon us. It could be a lot sooner than we ever imagined. So what I urge you to consider is whether you were willing to make a commitment to yourself to live with intention now so that we don't have any regrets about how we spend the precious gift of time that we are given.

THE FOUNDATION

I'm hoping at this point you have a greater sense of the importance of this work.

As we move forward through this program, we must start making more *intentional and deliberate choices* about how we spend our time each day. To do so we must start getting clarity around our priorities.

Things which matter
most must never be at
the mercy of things
which matter least.

– Johann Wolfgang von Goethe

On these next few pages, you will be asked to identify your key priorities and evaluate whether your current use of time is in alignment with those intentions.

But first, we check in with your future self...

A LETTER FROM MY FUTURE SELF

Write a letter from your future self, who's right where you want to be, and have her give you some advice. What would she tell you to stop doing? What would she tell you to start doing? What else might she say?



PRIORITIES

1. Make a list of your top five priorities in order.

-
-
-
-
-

2. Why did you put them in this order? Why is your #1 priority so important to you?

3. Are you currently living in line with these priorities? Think about what you did yesterday. Does it reflect the order of these priorities?



PRIORITIES

4. Does anything need to change in order to align them better? What?

5. What things would you like to eliminate from your life in order to have more focus on your priorities?



WHY THIS IS IMPORTANT

In order to make any kind of lasting change, we must have clarity around why our hard work to implement the change is necessary.

We have to understand why it is important for us to push through and keep going.

In order to do so, we have to understand the impact of our previous decisions and get clear on what we can gain from developing some new habits.

I can't change the direction of the wind, but I can adjust my sails to always reach my destination.

– Jimmy Dean

The following exercises will help you get clear on why this is hard and why it is so important to invest in making lasting changes.

CREATING NEW PATTERNS

1. Name one area in your life where you make poor decisions in the moment that you would like to change.
2. What are the decisions you have currently been making?
3. What are the results of these decisions?



CREATING NEW PATTERNS

4. With forethought, what are the decisions you would prefer to make?
5. If your present self makes these decisions, how can you ensure that your future self will follow through?
6. What will your future self need to remember to follow through on this decision?



CREATING NEW PATTERNS

7. What will be the results of these better decisions and the follow through?

8. How do you imagine you would be different if you made and honored decisions ahead of time?



PEOPLE PLEASING

1. Do you often say no without explanation? Is it difficult or easy, and why? Who do you need to say no to more often?
2. What does it mean to “stand up for yourself?” Is it really necessary? How can you prevent the need for this?
3. Do you people please? With whom and why?

PEOPLE PLEASING

4. I often say that people pleasers are liars. Do you agree, or not? Why?
5. Do you ever expect others to please you? Do you want people to do stuff for you and with you even when they don't want to? Explain.
6. What exactly is a boundary and when do you need one?



PEOPLE PLEASING

- 8. What are some of your nonnegotiable boundaries?**
- 9. Do you let people cross your boundaries too often? You will know because you will feel resentful. What are those boundaries, and what needs to change?**

PEOPLE PLEASING

10. What are the hardest boundaries to enforce, and why?



WEEK 3: MAKING IT HAPPEN

Over the past two weeks, we have invested a significant amount of time examining where your time goes and why we have patterns of spending time out of alignment with our priorities. Now that we have some clarity around our priorities and what we actually want in life, it's time to really dig in and use our new time management skills to create a life that reflects our *dreams*.

A man who dares to waste one hour of time has not discovered the value of life.

– Charles Darwin

We are going to set a goal and start taking steps to achieve it.

We will make a plan. We will anticipate everything that will stand in your way. You will get tools and worksheets to help you overcome them and keep making progress. I can't wait to see what these tools do for you and your dreams

BONUS: You are getting additional webinar access and time management videos that will supplement all these last materials and give you everything that you need to find more time get more done and create the life that you've always wanted. Watch the videos first and then turn to the worksheets to implement what you have learned.

SETTING A GOAL AND DO GOALS

1. What is the goal you have or the outcome you want to create in your life?
2. List everything you need to do to accomplish this goal. If you have a big to do list, break it down by each step. These are you “do-goals”.



SETTING A GOAL AND DO GOALS

4. What are the obstacles that you would face in completing these do-goals?
5. How will you overcome these obstacles? What is your plan/decision ahead of time for each one?
6. How will you need to change to be the person who has achieved this result?

THE HARD PART

By now, we have a better understanding of where our time goes, our priorities, what we want to be different, and we have set a goal.

That's the easy part.

It's easy to craft your goals. It's easy to identify all the things that would need to happen to create it. If that was all it took to create the life of our dreams, we would all be living them.

But we don't. Instead we let distractions sabotage our plans. Distractions like:

- Worry.
- Buffering.
- People Pleasing.
- Indecision.
- Confusion.
- Judgement of ourselves and others.
- Regret.
- Overwhelm.



THE HARD PART

Instead, we must commit to living consciously, and intentionally. We must own our power because in every moment of every day, we are making decisions about how to spend our time. Who we let into our lives. What we respond to and how.

These next exercises will challenge you to:

- Confidently make decisions.
- Take massive action.
- Plan and make decisions ahead of time.
- Honor our plans and commitments.
- Constrain our focus and resist overwhelm.
- Invest in repetitious failure.
- Utilize the most essential full sentence: No. And repeat it often.

We will take everything that is needed to accomplish your goals and put it into a system that will force you to decide:

Will I show up for myself today or will I decide to spend my time otherwise?

The choice is always yours.



THE GOAL – CALENDARING IT

1. What is the outcome you want to achieve? Why?
2. What are the actions you need to take to achieve it? (List all actions big and small, include things you need to learn and figure out, etc.)
3. Now list these items in order and assign a time frame to each.



THE GOAL – CALENDARING IT

4. What can you accomplish in the next two weeks in relation to this goal?
5. With each item on this to do list, if you schedule this on the calendar how long until your goal is accomplished?
6. How could you make this outcome inevitable with massive action?



THE GOAL – CALENDARING IT

7. How long are you willing to take action to achieve this outcome?



WORRY & INDECISION

- 1. What is the decision you are contemplating? Are you wanting to say no to something? To follow through on a commitment? To skip a commitment?**
- 2. Why is this decision hard? Go into detail about all the ways this decision is complicated.**
- 3. Review your answer to number 2 and highlight only the facts—only those things that can be proven or that everyone in the world would agree upon without dispute. If even one person in the world could disagree with you, no matter how illogical their disagreement, it is not a fact.**

WORRY & INDECISION

4. Does it feel different to look at the decision in terms of facts only? Why or how?
5. Pick one side of the decision. What would be your reasoning for selecting this side?
6. Pick the other side of the decision. What would be your reasoning for selecting this side?

WORRY & INDECISION

7. If your answers to #5 and #6 comprise your justifications for each of the options available to you, which set of justifications do you like the most? Why?

8. If you commit to executing on your answer to #7, what's the worst that could happen?



WORRY & INDECISION

9. If you later decide this was the wrong decision, what would you make it mean about yourself?

- Is that true?
- How else could you think about this outcome?

10. How would you navigate the worst-case scenario from #8?



WORRY & INDECISION

11. In what ways might that worst-case scenario be perfect?

12. How would your life be different if you committed to making decisions and having your own back (not second-guessing yourself down the road or beating yourself if things don't go as planned)?



OVERWHELM

1. Write down all of the things that are making you feel overwhelmed right now. Everything!



OVERWHELM

3. For every item on the above list, indicate the deadline for each item.
4. For every item on the above list, highlight only those items with deadlines that were clear, fixed, and confirmed to you in the last 24 hours.
5. Are there items on this list that could be used as learning opportunities for others? How so?
6. Are there items on this list that aren't the best use of your skillset? Why or why not?



OVERWHELM

8. What could you gain if you delegated some of these tasks or asked for help?

9. Is it hard to bring in support or delegate some of these tasks? Why or why not?



OVERWHELM

11. If you only focused your energies on items with clear, fixed, confirmed deadlines, how could you approach the above tasks?

12. Are there any items on the list that “feel” like they need to get done even if they don’t have a clear, fixed, confirmed deadline? List them here.



OVERWHELM

14. For each item in #9, are there any facts to support your perceived deadlines?

15. For each item with perceived or unclear deadlines, what steps could you take to get clear on the deadline and expectations?



OVERWHELM

16. What would it get you to get clarity around perceived or unclear deadlines?

17. On a scale of 1-10, how committed are you to take steps to gather additional information to get clarity around your workload and perceived expectations?



OVERWHELM

18. How else could you think about the items in #1 that are fueling your overwhelm? For example:

I am learning how to resolve an overloaded plate; I can figure this out; I can use this as a learning opportunity to bring in support and be vulnerable; I'm willing to experiment with different things to help manage my life and stress level; Nothing has gone wrong here, this is just a puzzle to be solved

19. When you plug one of these new thoughts into the Model, what changes?



AN OUNCE OF PREVENTION

The best way to ensure the likelihood of success is to anticipate everything that could go wrong: *everything* that will stop you from completing your goal and following through on this evolution.

Failures and setbacks are a part of this experience, and it will remain in you as wisdom.

– Ryuho Okawa

For everything that we identify, we then develop a strategy. These strategies become our tools as we move forward on our path. The primary reason that people fail to achieve their goals is that they expect the path to be clear and free from roadblocks. In

the Collective, we assume all roadblocks are a possibility we simply plan how to climb them and pack our climbing gear for the journey.

Sometimes the obstacles are those outside of us. Sometimes they're mental obstacles.

Sometimes the optical is a full-on burnout meltdown. We will tackle all of these in the following exercises.

OBSTACLES

List all the obstacles to achieving this goal. Things you will need to learn, actions you will need to take, beliefs you will need to change. Do you need to set boundaries? Will some people be upset? What will be hard? Record it all here.



OBSTACLES/STRATEGIES

List any obstacles you might face in achieving this goal, and then list your strategy to overcome those obstacles. (Use multiple sheets if needed.)

Obstacle:

Strategy:

Obstacle:

Strategy:



BURNING OUT

1. Think about a time when you quit on a dream and made an excuse. What was the excuse? What was the truth from your perspective now?
2. Think about a time when you burnt yourself out. What were you thinking that caused you to do that?



BURNING OUT

4. When in your life have you been most productive? Why was that? Do you remember what you were thinking and feeling?

5. What can you do to stay out of the drama of quitting and burning out?



DAILY CHECK IN

Things which matter most must never be at the mercy of things which matter least.

Life can be messy, but we can begin each day with fresh eyes and clear priorities.

Today, my top three priorities are:

-
-
-

Today, I am grateful for:

Today, I look forward to:

Today, I will avoid:

Today, I will practice believing:



If you made it through to the end of this workbook and watched all of your complimentary videos, CONGRATULATIONS! You have already done more to invest in yourself and your future success than most people around you.

The first business asset you should invest in is yourself.

– Orrin Woodward

I would love to hear from you and understand how this work has impacted your life! If we haven't yet had an opportunity to meet, please reach out and schedule a complimentary consultation or virtual coffee at your convenience.

I look forward to meeting you and seeing how I can support you!

Best,

Autumn



Thank you for committing to this work and for giving me this opportunity to work with you! If we haven't already met, I would love the opportunity to visit with you about your career and your goals and see how I can support you. Please do not hesitate to contact me if you have any questions!

Autumn Noble

ABOUT ME

Practicing attorney, podcast host, author, speaker, and founder of the Lawyer Life Collective: Life & Career Coaching for Attorneys. I have experience building and chairing a practice group, developing a team, marketing, and securing a book of business as well as years of experience working in-house with a Fortune 300 Company, and ultimately founding my own firm.

Contributing Author, "Powerhouse Women: She Built It Herself," (2022) a book that delineates the stories of such CEO female entrepreneurs-the ones who stood alone but strong in chasing their visions for a life of more stability, fulfillment, and influence; a life of success and abundance, rather than scarcity and stress.

Author, "The Lawyer Life Survival Guide," (July 2024). A book for every professional who struggles to find their true north. This book explores the challenging world of practicing law, while providing practical and actionable tips I've gleaned from years of coaching hundreds of lawyers.

Certifications: Certified Life and Weight Loss Coach, Juris Doctor, Bachelor of Arts in Religious Studies and Political Science, Adjunct Professor (Business School and Law School), Certified Meditation Instructor, Yoga Teacher 200hr Training (pending).

CONTACT ME

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ABOUT THE COLLECTIVE

PRIVATE COACHING

You don't have to look very far to find studies confirming what we all know to be true—the legal profession is suffering. Many of these studies have demonstrated the need for greater support and mentorship in the legal profession. At the same time, as attorneys, we need to develop better and healthier coping skills to overcome the inevitable challenges of practicing law.

That is what we do in private coaching; join us and develop the skills you need to be more confident, establish work-life balance, find your voice, and create space to thrive in your career and all aspects of your life.

LEARN MORE

Schedule a free coaching consultation to see if coaching is right for you:

<https://autumnnoble.as.me/freeconsult>

THE LAWYER LIFE PODCAST

Practical skills and tools to change the way you interact with your career and start living differently. New episodes every other Wednesday. Available on all major podcast platforms.

Recent topics include:

- Processing Pain & Failure
- Effective Negotiating Strategies for Women
- How to Have Difficult Conversations
- How to Transform Any Relationship
- Defeat Impostor Syndrome with Simple Mindfulness Edits
- How to Deal with Difficult People
- How to Know When a Relationship Has Run its Course

