

Sacred Time Management Worksheets

by Sparrow F. Alden, April 2006

Our lives can feel like they're running away from us - so busy with logistics that we get to a brief stopping point and realize that we haven't tended our spirits.

These worksheets, developed for the Sacred Time Management Workshop, can be used by anyone. Print them, make copies, write on them, erase, scratch out, and in the end, use what is useful to you.

Promise yourself to test temporary adjustments to how you use time, not big, sweeping, life changes. Schedule a reflection time to ask "Did this change help me? Shall I continue it or let it go?"

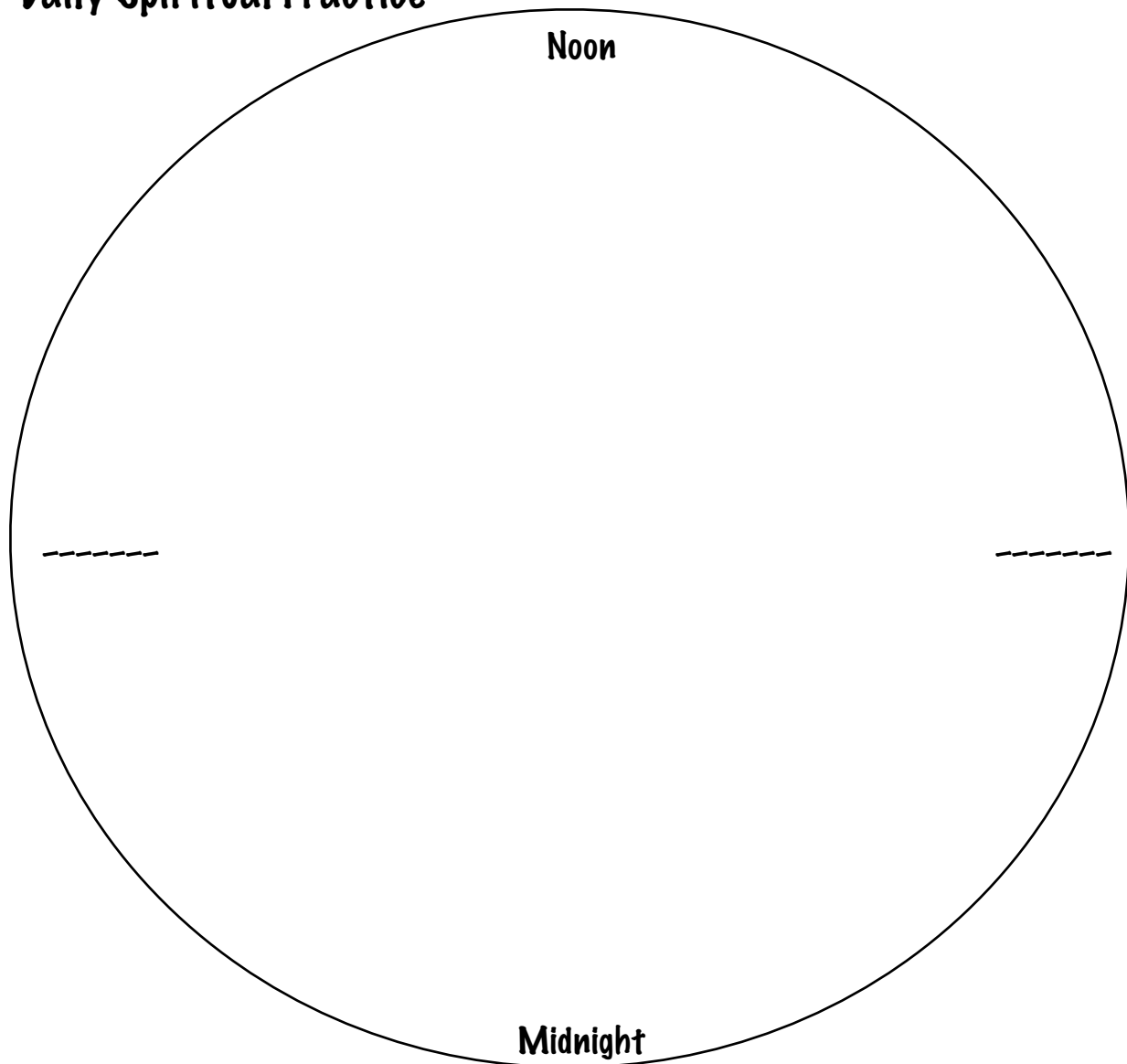
Use color if that's better than writing at the moment. Use symbols. Use this with your family.

Thank you for joining me in making time for our spirits.

Peace,

Sparrow

Daily Spiritual Practice



On the sides of the circles fill in sunrise/sunset or 6AM/6PM as works best for you.

Fill in your regular eat, sleep, work or exercise schedule. Are some hours loaded too heavily? Do some times of day slip away unappreciated?

I find it healthy to make at least one time each day for

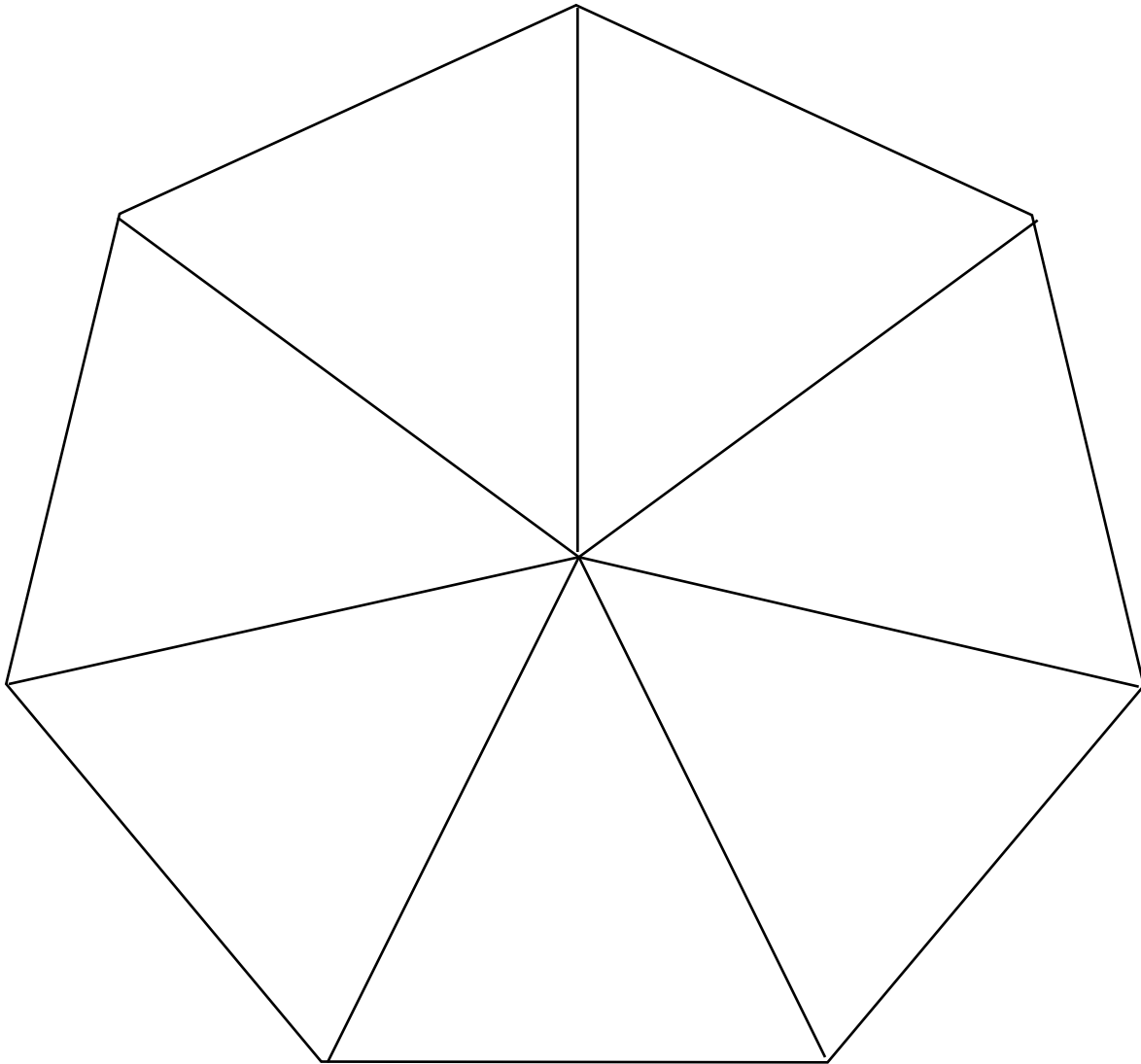
Daily Spiritual Practice - yoga, prayer, lighting the Housework Candle

Family Connection - saying thanks, eating together, bedtime stories

Physical movement

Enough sleep - without enough sleep, good food, and physical movement, our body-mind systems simply cannot work well.

Sabbath Keeping



Once each week:

Say "no" to the forces which obstruct your spirit: no-drive day; no spend day; no guilt day; no diet day; no work day. Choose one or two to begin. These will not all be the same day - at least not at first!

Say "yes" to the forces which nurture your spirit: Worship Day; Long Hot Bubble Bath Day; Arts and Crafts Day; Hike the Back 40 Day; Family Eats a Real Meal Together Day. Choose one or two to begin.

Over time, try to make your "mini-Sabbaths" fall on the same day each week. You will find yourself positively anticipating "Go To Bed Early With a Book" night!

Monthly Connections

Who are the people in your Circle of Life?

Connect with them every month (more as you wish, of course) -

one day for communicating with everyone who's far away.

one day to see local people in person

one day for writing real letters or mailing real packages to dear ones

stationed overseas

one day for inviting someone over for tea or a meal

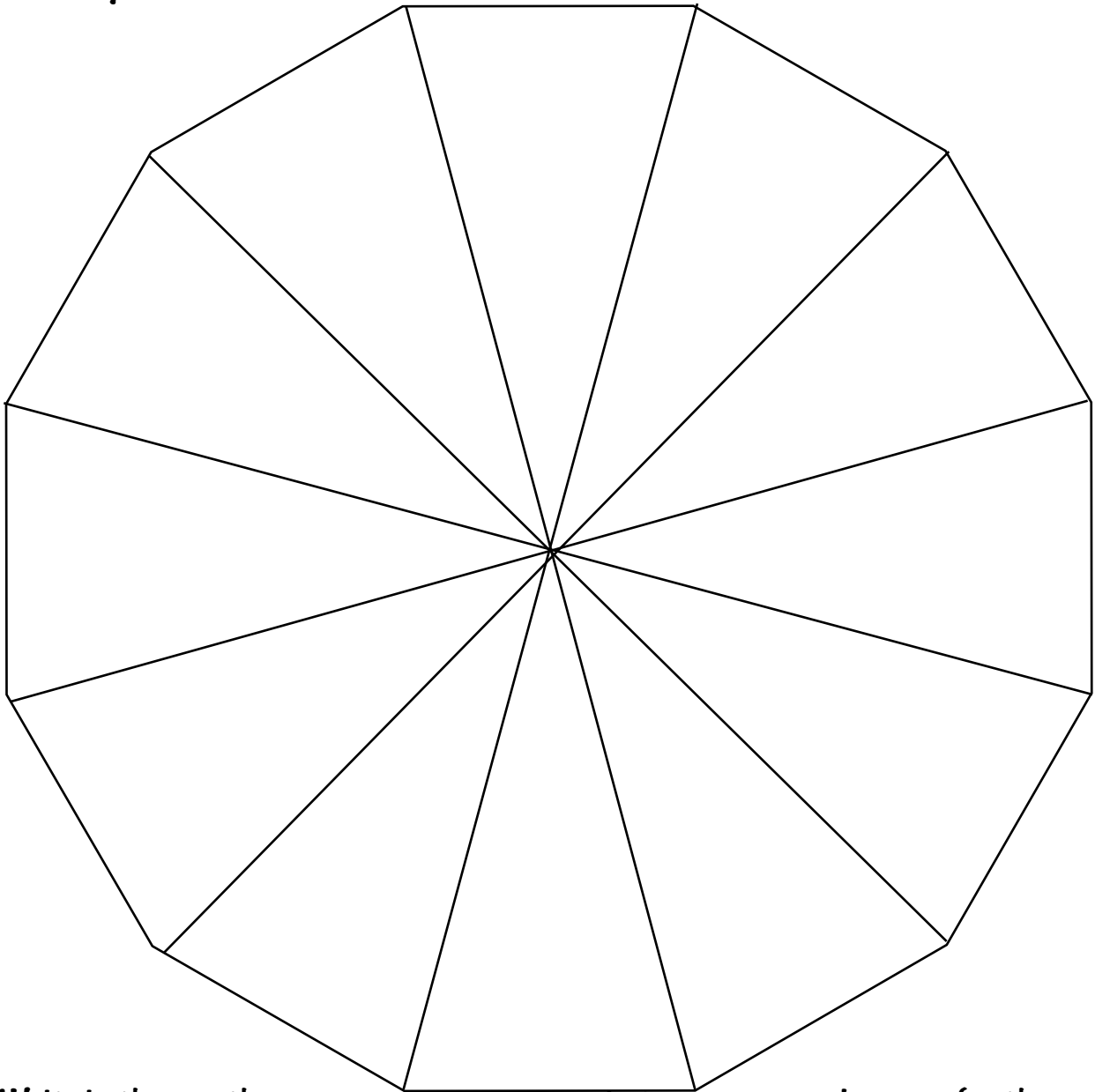
one day for keeping promises

one day to connect deeply with those whom you are privileged to care for

one day to get all those finances completely caught up

one day to volunteer

Cycle of the Sun



Write in the month or seasons or Sabbats - whatever your markers are for the progress of the year

Write in your holidays and holy days

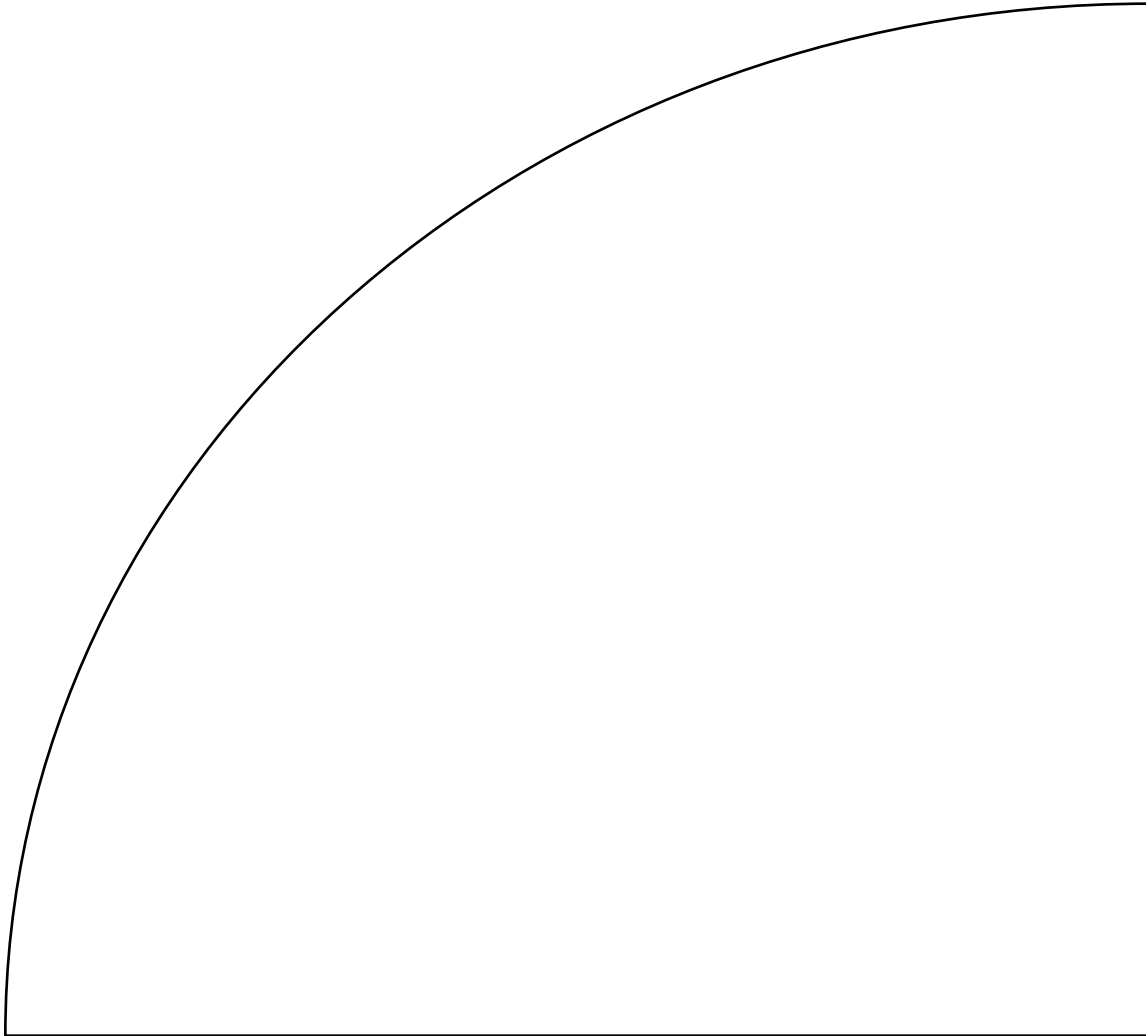
Write in your family birthdays & anniversaries

Write in annual events (such as crunch season at work)

Observe where the year is sparsely scheduled - consider inventing a joyous, no-stress celebration for that month - or boosting your celebration of a previously unimportant holiday (who knew you could have fun on Postal Workers' Day?)

Observe where the year is densely packed with special events. Plan way ahead!
My own copy of this page is written and colored on a HUGE piece of paper!

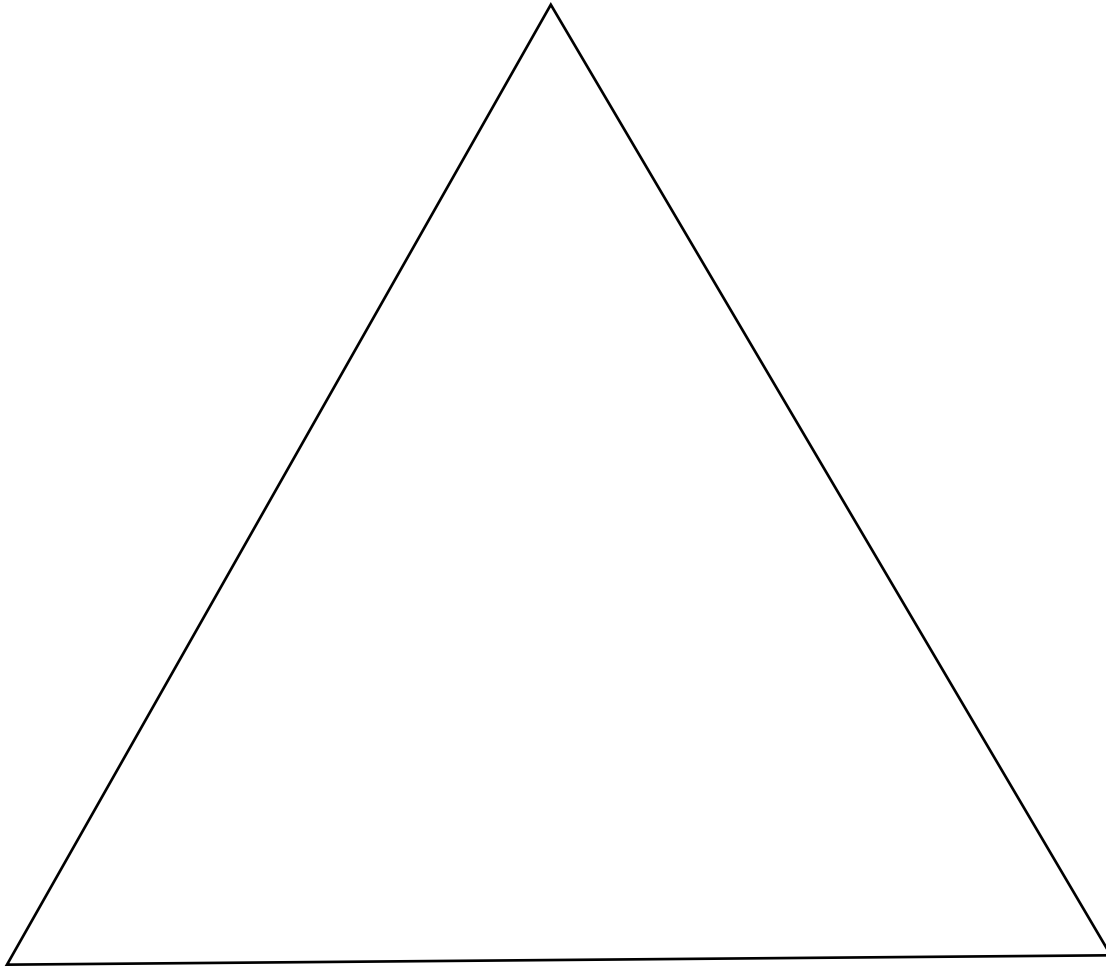
The Seasons of Life



Mark the milestones of life which you choose - and make sure that you honor them as a family!

- Birth & Birthdays**
- Learning to Read/ Star Birthday/ Age of Reason**
- Coming of Age/ Menarche**
- Graduation/ Voting/ Independence**
- Coming Out/ Staying in/**
- Commitment/ Marriage/ Handfasting/ Divorce/ Handparting**
- Parenthood in all forms**
- Menopause/ Saging/ Croning**
- Retirement**
- Adventuring**
- Death/ Funeral/ Memorial**

Real Holidays



**In the center of the triangle, write the central spiritual meaning of the season.
At each apex, write your three most dearly held values.
Glance at this when trying to decide if an event or activity should be undertaken
this year.**

Stick to your covenanted budget for money, time, and giving of yourself.

Remember what children want most:

**face to face time with the grown ups they love
a steady pace of holiday activity
realistic expectations about gifts, behavior, and The Schedule
family traditional activities to link this season with years past and future
and, just to reinforce, face to face time with the grown ups they love**