

Time Abundance Tracker: Quickstart Guide

Everything you need to complete your first session - right now, today.

You made a good decision today. This guide will make sure it pays off in the next 25 minutes. The Time Abundance Tracker works one session at a time. Your only job right now is to complete one session—not perfectly, just genuinely. This guide walks you through every single field so nothing feels unfamiliar.

"The folder this doesn't get saved to is the one where good intentions go to die. Start before the momentum fades.

How long will this take? Four minutes to read this guide. Twenty-five minutes for your first session.

Do I need to do it perfectly? No. A 5-out-of-10 session that happens is worth infinitely more than a perfect session that doesn't. Done beats perfect, every single time.

Here is exactly what you will do in your first session:

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| Step 1 | Make a copy of The Time Abundance Tracker tracking sheet . You can keep it in your Google Drive or anywhere else. |
| Step 2 | Write your three priorities for today (or the rest of your day) at the top of your tracker. This is not a to-do list. Choose the three things that actually matter today. Constraint creates clarity. |
| Step 3 | Choose one intention. Choose the one that feels most true right now.
Write a quick word or phrase. What will you be mindful/grateful/etc. for? |
| Step 4 | Write What You'll Work On. Be specific (e.g., 'Reply to Dr. Chen' instead of 'emails'). Start a timer for 25 minutes. |
| Step 5 | Work with the Phone Face Down. Focus on one task for 25 minutes. If tempted to check something, notice the temptation and return to the task. Try for full presence. |
| Step 6 | Reflect. Score the session (1-10) and write what went well and what got in the way. This is data, not a grade. |

The intentions

The intentions section helps you to remember why you spend your time doing what you do.

May I be mindful

Choose what you want your mind to focus on.

May I be grateful

What is going right in your life right now that you can savor?

May I be compassionate

Who can use a little compassion?
(My favorite choice – me!)

May I be loving

Those thoughts of love keep you moving. Who do you want to send them to?

May I be joyous

What is bringing you joy or even a little satisfaction?

May I be at peace

What is bringing you peace today?

End of Day Review

After your last session, answer these four questions (takes less than 5 minutes):

- Overall, how did the day go? (1-10)
- What was the biggest win today? The moment you felt most present? The biggest accomplishment?
- What was the biggest challenge?
- Did you see any patterns?
- Tomorrow's top priorities?

With you in this,

Shaya

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