



Special Feature



By: Pat Heydlauff, Feng Shui Expert

Pat Heydlauff, president of Energy Design, uses Feng Shui design principles to eliminate chaos and stress at home and within oneself. More than a Feng Shui expert, Pat is a consultant and speaker who helps remove clutter and negativity while encouraging personal growth, improved relationships and prosperity. Her new book, "Feng Shui: So Easy a Child Can Do It" shows how small changes can lead to a big improvement in one's personal and professional success. For information on her consulting, speaking and artwork, visit: www.Energy-by-Design.com.

Un-cluttering Your Hectic Schedule

As a management sales team specialist and a mother, Judy didn't have a moment to spare. She didn't have time on her hands to worry about what tomorrow would bring; she had to focus on the things she needed to do within a 24-hour period.

Judy thought her time was an endless commodity, not something to be valued and budgeted as a finite quantity. She practically boasted about how hectic her schedule was and how her calendar was always overflowing. However, it wasn't long before she realized her glee was quite misplaced, as she became increasingly unable to meet all the demands she imposed upon herself.

Judy was crumbling under the pressure of her hectic schedule, experiencing increased stress, a steady string of minor health issues and losing the battle of spending quality time with her family and friends. Even worse, she was missing out on the most important years of her son's life and all of his activities.

Besides change, time is the most dependable certainty you have in your life. With each sunrise and sunset another 24 hours arrives and passes. Time is the bridge that connects your yesterday to tomorrow. You exchange a day of your life for those next 24 hours of time. Is it the day you wanted, a day you planned, a day you were in control of?

Each person has the same 24 hours in a day but doesn't always know how to use this precious commodity. As children grow up, they can hardly wait for time to pass to. Then as adults, people start valuing time and question the lack of meaning in each 24-hour period.

Time is our most precious commodity but do you realize how valuable it is, and how important it is to be more in control of your time? Most people want their schedules to be less hectic, find more joy in life and not allow the calendar to control them. Imagine ending each day with time leftover just for you. Imagine a better tomorrow with much less stress, filled with joy. Imagine a world where things go right 98 percent of the time. Imagine a world where you control time and time does not control you. If you can imagine this, you can create it.

Balance is the key. The ancient principles of Feng Shui focus on creating balance in your life. It isn't just about the placement of something or its removal, but rather the improvement of your life through positive energy so you can live a better and more enjoyable life. Balance in your surroundings provides supportive, positive energy so you can create that better life. Balancing your time keeps you in control of your life, rather than letting your hectic schedule control you. When you are in control, you are no longer a victim of your calendar.

1. Create a Balanced-Time Budget

There are five basic ways time is spent. Judy learned to treat these five segments the same way she budgeted her money. Your only allotment of time is 24 hours in any day. Budget it like you would budget your income for expenses, needs, wants, and future goals. You will realize through this process that time is of great value, to be carefully budgeted and to be guarded at all costs.

Analyze how you currently spend your time. This helps you gauge whether it is in balance and serving you well, or whether your hectic schedule is controlling you .

Draw a pie chart with each of the following categories: work, relationships, recreation, sleep, spirituality. Figure out how much time you allot for each category. Most people will quickly see that they spend too much time in one area, and need to make adjustments in other areas.

2. Divide and conquer

After reviewing your pie chart carefully, use these tips to find balance in each area of your life:

- **Work:** Unclutter and organize your surroundings. If your desk is a mess, how can you possibly take on a new project or client? Organize your calendar so you can be more efficient and effective on a daily, weekly and monthly basis. This will help you reduce stress and allow you to find more time to do the things you really want to do.

- Relationships: Unclutter your schedule and budget time on your calendar for your relationships, including your marriage, children, friendships, colleagues and neighbors. Socializing and connecting with others will help you enjoy life more.
- Recreation: Plan a daily fitness activity for your body. It can be as simple as heading to the gym each morning before work or walking your dogs when you come home. Also plan weekly creative activities such as painting, sculpting, knitting or reading to nurture the mind. You will feel better physically and emotionally.
- Sleep: Budget your ideal amount of rest for regenerating your body. This is usually between 6 -8 hours of sleep, but each person is different. Also, eliminate late night television viewing and midnight snacking. This will help you wake up refreshed and energetic.
- Spirituality: You may not have thought about this category until today, but it should be an important part of your routine. Nurturing your spiritual self should be done on a daily basis. This can include church or synagogue activities, meditation, journaling, going for long walks in nature, or prayer. Budgeting time for these activities will provide you encouragement, motivation and inspiration.

Balance comes from budgeting time daily or weekly for each of these areas of your life. If too much time is spent in one area, all of the others suffer, as does your personal well-being. Judy discovered she was out of balance and out of control by budgeting most of her time for work leaving little or no time for most of the other categories. If any one of these categories is missing or overloaded in your schedule, you will create a major imbalance in your life that can lead to stress and poor health.

In order to find balance and control, you need to make a conscious decision to budget time just like money. If you are not missing one of the above but still feel out of balance, evaluate whether you are unbalanced in the way you actually spend your time in each category and make a change.

3. One Size Doesn't Fit All

This is not a one-size-fits-all process. Each person needs a specific amount of time devoted to sleep and recreation in order to balance work and relationship interactions. However, most people do not realize they need a certain amount of time to take care of their creative and spiritual needs, too.

Judy was completely missing out on the categories of recreation and spirituality, which lead her to ask : “Is that all there is to life?” Fortunately, the answer is “no” but in order to find that “something more” you need to spend creative and spiritual time nurturing your heart and soul. Review and balance the way you spend your time. Control that hectic schedule so you can be in control. Budget your time expenditures as necessary so can you have extra time to do the things you want to do and have less stressful days. With balance comes the ability to experience more peace, joy and prosperity.