



*Empower Your Uniqueness*



# BEING TIME WISE:

*A Mindful Approach and  
Practical Strategies for  
Mastering Your Time, Energy and Focus*

RESOURCE EBOOK



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## Preface

If you've ever felt that there just isn't enough time in a day — or that your focus slips away faster than you'd like — this book is for you. **Being Time Wise** is designed for individuals who want to be more productive within a specific timeframe, juggle multiple commitments, meet their deadlines without burnout, and still have energy left for what truly matters.

In this ebook, you'll find a range of strategies and mindful approaches designed to help you manage your time, energy, and attention more effectively. There is no single right way to be productive; different techniques work for different people and situations. This book offers simple options — practical tools you can adapt, test, and refine to fit your unique goals and rhythms.

Whether you're struggling to stay on task, organise your day, or simply find balance amid constant demands, **Being Time Wise** will help you build the habits and mindset needed to perform smarter, focus deeper, and feel more in control of your time.

## Acknowledgements

This ebook was inspired by years of learning from leaders, thinkers, and authors who have transformed the way the world approaches productivity.

Special thanks to the timeless work of Stephen R. Covey, James Clear, and Cal Newport for shaping many of the ideas shared here. Gratitude also goes to the countless individuals — students, professionals, and entrepreneurs — who continue to refine the art of time management. Their struggles and successes have contributed deeply to this guide.



## Introduction

Time is the one resource that every human being shares equally. No matter who we are, where we live, or what we do, each of us is given the same 24 hours every single day. Yet, some people seem to accomplish more, stress less, and live with greater fulfillment. How is that possible?

The answer lies not in time itself — because time is constant — but in how we use it. The real difference is found in our awareness, priorities, and choices. Time management isn't about squeezing more hours out of the day; it's about using the hours we already have more wisely.

The myth of “not enough time” is one we often tell ourselves when we feel overwhelmed and out of control. However, the truth is, time is not what we lack. We can't create more time, but we can develop skills and habits to be more focused, intentional, and purposeful. We develop effective strategies to overcome this problem.

This eBook will guide you through proven, practical methods for working with time, making it manageable and boosting efficiency, helping you work smarter — not longer or harder. You'll learn how to shift your mindset from scarcity (“I don't have enough time”) to empowerment (“I can choose how to use my time”). Time is time. It doesn't change. There is the past, the present, and the future — but our control and true power exists only in the now. What you choose to do with your present moment shapes the quality of your future ones.

When you take ownership of the now — your actions, your focus, and your decisions — you are working with time, not against it. Time doesn't need to be controlled; it needs to be consciously used. By being wise and intentional in the present, you create a better outcome for yourself — one choice, one moment at a time.

# 1. Know Your Priorities

Before you manage your time, manage yourself - especially your mind. Start with your goal. There's a saying: "Begin with the end in mind." Be clear about what you want to achieve and the results you expect.

Once you are clear on your goal and the desired outcome from achieving your goal, manage yourself by holding yourself accountable and staying on track. Take responsibility for ensuring that the tasks you are doing are aligned with your goal and are leading you toward your desired outcome.

## How to Clarify Your Priorities and Stay on Track

- Once you are clear on your goal, ask yourself:
  - Which task will bring me closer to achieving my goal?
  - What is the main purpose of this task?
  - What truly matters to me right now? How important and/or urgent is it?
- Managing yourself and asking these questions will help you stay on track. When you focus on the most important and relevant tasks, it's like taking the express lane to your goal — fast and direct. No detours, no roadblocks. Unexpected challenges may arise, but you can adapt or be flexible without losing sight of your destination. Ensure that your decisions and actions support it.

You'll recognise a distraction when a task doesn't align with your priorities.



## Helpful Tips for Prioritising

- Use the Eisenhower Matrix to assess how urgent & important each task is.
- Apply the 80/20 Rule (Pareto Principle): focus & effort on the 20% of tasks that deliver 80% of the results. Small actions can lead to big outcomes.

When your priorities are clear, saying "no" becomes easier, and every "yes" becomes a conscious and empowering decision.

## 2. Planning Practices

A well-thought-out plan is essential. It keeps you organised, helps you track progress, and optimise time. Even when things don't go exactly as planned, having a plan is far better than having none. Investing time in planning can improve performance and reduce wasted time and energy.

### When & How to Plan

Daily & Weekly Planning:

- Plan ahead (daily, mid-week, or weekly).
- Set 3 main priorities for the day.
- Break down big goals into sub-goals and smaller tasks.

Time Blocking:

- Reserve blocks of time for specific tasks.
- For example:
  - 9:00-10:00 AM: Study (Read 100 pages from a textbook)
  - Afternoon: Family time (Movies, games, cooking)



Rest Blocks:

- Include recharge time to maintain energy. Give your mind and body a break. E.g. Time away from the screen, go outside, practice mindfulness.

### Helpful Tips when Planning

- Be realistic and align it with you: Plan tasks according to your lifestyle and energy levels.
- Choose whether to tackle the harder task first or start with the easy ones as a warm-up.
- Leave some breathing room between tasks, in case some might take longer than expected.
- Be flexible: Adjust when needed, but stay committed.

### Helpful Tools for Planning

- Use a calendar and/or planner app (digital or paper).
- Colour-code your blocks for clarity.
- Set reminders and alarms to stay on track.

A well-designed plan leaves room for flexibility and feels inviting to follow, not rigid or intimidating. Design it to support you - not a chore you resist doing.

### 3. Strengthen Your Focus

Distractions are the biggest threat to productivity. Multitasking might feel efficient, but it often leads to mistakes and lower-quality work. True productivity comes from focus—the ability to give your full attention to one task at a time. Focus is a skill that can be strengthened with practice. When you train your mind to concentrate, you’ll complete tasks faster, make fewer errors, and spend less time fixing avoidable mistakes later.

#### How to Strengthen Your Focus

- Pomodoro Technique: Work for 25 minutes, then take a 5-minute break. Adjust to your focus capacity. This keeps your mind fresh, and reduces mental fatigue and burnout.
- Single-tasking: Close unnecessary tabs, silence notifications, and give your full attention to one task before moving on to the next.
- Optimise Your Environment: Keep your workspace clean, quiet, and clutter-free. A tidy space helps create a clear mind.
- Get plenty of fresh air and keep hydrated with water. Your brain requires air and water to function well. Sugar and caffeine are only short-term fuel.

#### Helpful Tips for Better Focus

- Know what time of the day you focus better. E.g. If your focus is sharpest in the morning, tackle the harder task early (“Eat that Frog”).
- Declutter your mind. If something unrelated is on your mind, quickly jot it down and decide when you’ll handle it. Freeing that mental space helps you focus better on the task in front of you.



## 4. Overcoming Procrastination

Procrastination is a subconscious response of delaying or avoiding something, even when we know they're important. It comes in many forms, even multitasking can be a sign of procrastination. It hinders our ability to manage time well, stay productive, and perform at our best.

At its core, procrastination is often a form of avoidance—we may be avoiding:

- Fear of failure, making mistakes, judgment, or disappointment
- The pressure of perfectionism (“Not good enough”)
- Discomfort from challenge, pain, change, or growth

There are many common issues related to procrastination:

- Lack of clarity: Not knowing where or how to start
- Feeling overwhelmed or overthinking: viewing tasks as too big or imagining worst-case scenarios
- Low self-confidence: Doubting your ability to succeed

While procrastination can't be completely eliminated, it can be managed through self-awareness, clarity, focus and practice.

### Simple Tips to Break the Cycle

- Hold yourself accountable: Notice when you're procrastinating, identify what you're actually avoiding, and address it. For example, if it's boredom, find a way to make the task more engaging.
- Two-Minute Rule: If a task takes less than two minutes, do it right away.
- Chunk it down: Break down big tasks into smaller, manageable steps.
- Make starting easy: Choose a task that takes 2-10 minutes, or set a 10-minute timer and focus on getting as much done as you can before it ends. Even if you don't complete it, at least you've kickstarted it.



Small actions create momentum. Start where you are—just start. Just do it!

## 5. Efficiency Through Systems

Relying on willpower alone is unreliable in the long term. Combining willpower with a well-designed system, however, leads to greater efficiency, consistency, and improved performance. A system is any routine, workflow, or automation that reduces the need for constant decision-making. This creates predictability, conserves mental energy, and helps prevent burnout.

### Checklist for a Reliable, Time-Wise System

- ☑ **Aim & Direction (What and why):** Clarify your long-term goals, desired outcomes, and priorities (focus on consistent 80% results over perfection).
- ☑ **Structure (How productivity flows):** Set up a simple, operational structure (like GTD, Kanban, or OKRs) with easy-to-maintain daily and weekly routines that are flexible enough to handle unexpected changes without being stressful or restrictive.
- ☑ **Quality Control & Continuous Improvements:** Set clear quality standards and conduct regular reviews and reflection. Monitor performance across output, quality, and energy levels, making thoughtful adjustments as needed. Test small changes before implementing major shifts, and schedule periodic tune-ups to keep the system effective and sustainable.
- ☑ **Sustainability:** Maintain your energy by scheduling breaks, setting sleep/rest boundaries, and planning restorative days.
- ☑ **Efficiency Optimisation:** Streamline operations by automating repetitive tasks, delegating non-essential work, and keeping communication clear if other people are involved.

### Tips for Creating an Efficient and Effective System

- Build a system that fits you, not the other way around.
- Refine your system - if you are not seeing progress after sufficient time given, keep adjusting until it works for you.
- Leverage automation and AI tools (e.g., auto-pay bills, reminders, summarisers).
- Delegate or outsource when possible; mastery is not doing it all by yourself, but knowing when to let systems and others work for you, freeing you up for more important things.

True mastery isn't struggle & exhaustion, it is wisdom in action: ease, flow, and invisible effort that makes the complex work look effortless.

## 6. Managing Energy

Time and energy management go hand in hand. Time management is about when you work, while energy management is about how you work. Balancing both helps you stay focused, productive, and motivated.

### The Connection Between Time and Energy

You can't control time—it simply exists. But you can control your energy. By investing energy upfront in planning where and when to use it most effectively, you conserve energy along the way and create a sustainable flow.

### Energy Management: Work with Your Natural Rhythms

Energy management means using your physical, mental, and emotional energy wisely.

- Know your peaks: Do focused work when you have the most energy.
- Take breaks: Short walks or stretches help recharge you.
- Fuel well: Good sleep, nutrition, and hydration boost energy.

### Simple Suggestions to be Energy Wise

- A consistent sleep schedule of around 8 hours.
- Eat healthy, balanced meals.
- Regularly move or exercise.
- Take real breaks, not screen time.
- Set clear energy boundaries: Similar to personal boundaries, be aware of what drains your energy and what re-energises you.

Time management organises your day; energy management powers it. Together, they help you work smarter, stay balanced, and maintain lasting productivity.



## 7. Review, Reflect, Refine

Being time wise is investing time to reflect and refine your priorities, focus and system. True time management comes from continuous improvement. Growth happens through reflection. To start off, each week, use your time to ask yourself:

- **What worked well?** Recognise the habits, routines, or tools that helped you stay focused and productive.
- **What wasted time?** Identify distractions, unnecessary tasks, or inefficient methods that pulled you away from your priorities.
- **How am I doing?** Notice your energy. Are you burning out? Do you need more breaks/better rest/sleep? How is your focus?
- **What needs improvement?** This could be you, your goal or desired outcome, the way you do things or the environment. Look for small, specific adjustments that can make your next week smoother and more effective. Refine it to make it realistic for you.
- **What support or resources?** Seek more information, support or assistance that can help you. Research online, talk to a mentor, etc.

Celebrate small wins—acknowledging your progress builds motivation and momentum. Continue refining your systems until they align with your goal, desired outcome, work/study, and life. By regularly reviewing, reflecting, and refining, you're practising both time and energy management, helping you manage yourself effectively and stay on top of things.



## 8. Tools and Resources

Utilising tools and resources - especially apps - can help you organise your schedule, stay focused, and build lasting habits. The goal isn't to depend on technology, but to use it as a support system that keeps you accountable. Experiment to find the tools that best fit your style and make your life easier.

Time management tools serve as external supports that make organising your life easier. They help you visualise tasks and goals, keep all your commitments in one place, and track your progress. By removing the burden of remembering everything, they reduce stress and build consistency through regular reminders. Think of them as your personal assistant, helping you stay focused on what matters most.

### Recommended Tools and Resources

Consider the following 4 things when looking for tools or resources:

1. **Task Management:** Use digital apps like Todoist, TickTick, or ClickUp to organise and prioritise tasks and projects. Non-digital options include paper planners such as the Moleskine Planner or Passion Planner for structured, distraction-free planning.
2. **Focus and Concentration:** Apps like Forest, Freedom, and Cold Turkey help reduce digital distractions. Physical timers (e.g., kitchen timers or hourglasses) support focused work sessions offline.
3. **Time Tracking:** Tools such as RescueTime and Clockify allow you to analyse how you spend your time. Paper-based time logs offer a screen-free alternative for building awareness and adjusting schedules.
4. **Notes and Journaling:** Digital tools like Evernote, Obsidian, and Google Keep help capture and organise ideas. Non-digital methods include bullet journals popularised by Ryder Carroll, wall calendars, paper-based Kanban boards, habit trackers, and print books such as “Getting Things Done” by David Allen.

### Choosing the Right Tools

The best tool is the one you'll actually use and deliver results. Consider your personality, what you need it for and lifestyle:

- Do you prefer simplicity?
- Do you like structure and customisation?
- Do you need help with discipline?

Start small—integrate one new app at a time and observe how it supports your habits. As you refine your system, you'll find a balance between structure and flexibility that helps you stay focused, organised, and in control.

## References and Recommended Reading

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# Summary

Being Time Wise guides you on how to use the same 24 hours everyone shares more effectively, helping you focus, meet deadlines, and balance multiple commitments without burnout. Rather than trying to create more time, utilise practical strategies and mindful habits to manage your focus, energy, and attention, empowering you to work smarter, not harder or longer. By shifting your mindset from scarcity to intentionality and taking ownership of each moment, you can overcome overwhelm, build lasting productivity, and create a more fulfilling, controlled, and purposeful life.

**1. Know Your Priorities** – Start with clear goals: know what you want to achieve, then prioritise and focus on the tasks that directly move you toward it. This clarity makes acting, deciding, and staying on track much easier.

**2. Planning Practices** – Planning is essential for staying organised, tracking progress, and minimising wasted effort. To be effective, break big goals into smaller sub-tasks, use time blocking, and schedule rest periods. Choose your top three priorities for the day, align tasks with your energy levels, leave some breathing room, and be realistic, practical, and flexible. Use helpful tools like calendars, planners, and reminders, and consider colour-coding important or urgent tasks for clarity.

**3. Strengthen Your Focus** – Focus is more effective than multitasking and can be strengthened with practice. Improve it with techniques like the Pomodoro Technique, single-tasking, reducing distractions, optimising your environment, staying hydrated, and getting fresh air. Work during your peak focus times and clear your mind of unrelated thoughts.

**4. Overcome Procrastination** – Procrastination is often a form of avoidance of fear, pressure from perfectionism, or discomfort. This can lead to common issues, such as a lack of clarity, feeling overwhelmed, or low self-confidence. To overcome this, hold yourself accountable, use the Two-Minute Rule, break large tasks into small, manageable steps, and make it easy to start tasks in order to build momentum.

**5. Efficiency Through Systems** - Efficiency/productivity = Willpower + an effective system. Key components of an effective system:

- **Aim & Direction (What & Why):** Define goals, desired outcomes, and priorities. Focus on 80% results over perfection.
- **Structure (How):** Create an operational system that is easy to maintain daily and weekly, while allowing flexibility.
- **Quality Control & Continuous Improvement:** Set clear quality standards, monitor outputs, and adjust as needed.
- **Sustainability:** Maintain your energy level by setting clear boundaries for when, where, and for how long your efforts will take.
- **Efficiency Optimisation:** Use automation, delegation, & clear communication.

**6. Manage Your Energy** – Be mindful of your physical, mental, and emotional energy and use it wisely. Work in alignment with your natural energy rhythms by scheduling focused tasks during peak energy periods, taking restorative breaks, and maintaining healthy habits such as consistent sleep, balanced nutrition, hydration, and regular movement. Set healthy energy boundaries by recognising what drains you and what restores you.

**7. Review, Reflect and Refine** – Consistently setting aside time to review and reflect helps you refine your system and steadily improve your progress, performance, and results. During your weekly reflection, identify what worked well, what drained or wasted your time, focus, and energy, and what small, realistic adjustments could strengthen the week ahead. Seek support or additional resources when needed. Celebrate small wins and continue refining your focus, habits, goals, and environment. Over time, you build momentum and better align your systems with your rhythm and desired outcomes.

**8. Tools and Resources** – Using tools and resources supports organisation, focus, and accountability. They help manage overwhelm and stress by keeping tasks, goals, and commitments in one place, offering reminders, tracking progress, and freeing you from trying to remember everything. Options range from digital task managers and focus apps to time-tracking software, note-taking platforms, and paper planners or journals, allowing you to choose what suits your style. When selecting tools, consider your personality, need for structure or simplicity, and whether you need support with discipline. Start small by adding one tool at a time, and refine your system until you find a balance that keeps you organised, consistent, and in control.

## **Conclusion**

Time mastery is self-mastery, and self-mastery is the key to effectiveness, efficiency, and a life well-lived. Being time-wise isn't about doing more—it's about creating space for what truly matters. Every choice you make about where to focus, how to manage your energy, and which systems to follow is a step toward clarity, purpose, and fulfilment. Small, intentional actions, repeated consistently, compound into extraordinary results. Champion your time, honour your energy, and align your priorities—and you'll transform not just your schedule, but your confidence, your productivity, and your life. Time becomes your ally when you use it wisely; the power to shape your life is in your hands.

## ABOUT PHUNG BUI

HELLO, I AM

*Vicki Bui*

EMPOWERMENT COACH



I help others tap into their inner strength, embrace their true selves, and live a fulfilling life that's aligned with their unique purpose. I believe in thriving beyond limitations and empowering people to step into their full potential.

After struggling with depression and anxiety for over 20 years, I've learned how to build a harmonious relationship with these challenges. Now, I'm dedicated to supporting and inspiring others on their journey toward self-empowerment, inner peace, and living a life they love.

## ABOUT EMPOWER YOUR UNIQUENESS

Empowerment Coaching is a one-on-one, safe, nonjudgmental and confidential service dedicated to guiding individuals on a transformative journey toward personal growth and fulfilment. At the core of this service is a holistic approach that integrates the mind, body, and spirit to help clients overcome internal and external barriers that stand in the way of their dreams and potential.

Through personalised coaching, clients are supported in clarifying meaningful goals, recognising their uniqueness and strengths, understanding challenges, and building confidence and resilience. Clients are guided and empowered to create their own unique action steps toward their goals, fostering a strong sense of ownership and lasting transformation. Each individual is encouraged to take personal accountability for their progress, moving at their own pace and in a way that feels true to them. This approach nurtures a deeper connection to their journey, ensuring the changes they make are not only sustainable but also deeply aligned with their authentic self.

Empower Your Uniqueness also provides tools and resources to support and assist individuals in improving their personal and professional performance.

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