



SACRED

Structure

B L U E P R I N T

Make *time* to do the work you love without compromising the rest of your life.

ASSESSMENT: WHAT'S NOT WORKING?

"If you don't know what you want, you have little to no chance of getting it." -unknown

One of my clients' MAIN issues when they begin working with me is that their lives are overflowing with busy-ness. You're rushing, rushing, rushing, all the time either packing your schedule too full with activities, or by simply getting lost in overwhelm when you contemplate everything you have to do and attempt to structure it. Alternately, you get lost in procrastination and lack of focus when you don't have enough structure.

Often fears around creating structure that WORKS FOR YOU (and that's a big difference, right – structure that works for you instead of you fitting into a structure) feeds a cycle of procrastination, overwhelm, which in turn leads to you telling yourself stories about how incompetent, disorganized, or incapable you are. This self-ass-kicking serves to disconnect you even further from your inner wisdom. It keeps you further from being aligned with your heart-centered goals and priorities.

And for those of you who own your own business, or WANT to own your own business, there's often a fear around the expense successful structure will come at – the toll it will take on your personal life, your family life, your self care.

There's a fear that if you are to build a successful business, it will cost you.

So stop for a second and feel that out in yourself – is there a belief, however big or small, that you'll have to settle or compromise in order to have a successful, money making business?

What are you afraid you might need to compromise? Your family time? Your intention to be a source of inspiration, healing, or wisdom in your community? Your time for self? Healthy meals, even?

For many women business owners and entrepreneurs, burnout and frustration (not to mention a host of other ills: relationship imbalances, parenting frustrations, health challenges, and more) come when your schedules, or Sacred Structure, as I like to call it – DON'T match your heart-centered priorities (HCP). And for those of you who are in the phase of trying to create or build your business, not having your HCP straight can be the kiss of death – **it can LITERALLY mean that your business doesn't happen if you're not able to create > me for the work that needs to be done.**

IF YOU HAVE A SUCCESSFUL BUSINESS ALREADY,

not having HCP can mean that your work is ALL that happens, or that there's a sickly imbalance in the rest of your life – family is suffering, self-care is suffering, your relationship is suffering.

THE RESULTING RIPPLE EFFECT LEADS TO THE FOLLOWING:

- you feeling frustrated with how you spend your time
- not feeling like you have enough time
- over-extending yourself
- feeling disconnected from your wisdom because your daily life is misaligned with what actually matters
- not seeing healthy boundaries around how you spend your time
- even asking for or earning less than you should be because chances are, if you're not valuing your TIME, you're also not valuing the WORTH your work brings.

Another unhealthy side effect is spreading yourself thin because everything in your day has equal priority – everything goes first, and you go crazy trying to fit it all in, and often, some of the most important things slip through your fingers because most of us put tasks for others ahead of our own.

So the tools I'm giving you here are the FOUNDATION of what I teach women because it allows you to get clear from the jump about what really matters to you (what your top HCP are) and that becomes your guiding light.

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HERE ARE A FEW QUESTIONS FOR YOU:

1. Thinking about where you are right now, what's happening (or not happening) in your biz because you're not able to own your time the way you want to?

2. What's not working for you about the way you spend your time these days (both in your biz and your personal life)?

3. How is this affecting your biz? (Think: growth. How it feels to you Sunday night and Monday morning. Income. Quality of your work. Quality of your personal life (because THAT affects the bottom line in your biz). Think about your ability to focus and have clarity. Think about your hours.)

4. What are your goals for your biz this year and how does how you spend your time play into them?

HEART CENTERED PRIORITY

And Bull's Eye Exercise

Creating Your Current Bull's Eye *(see next page...)*

Let your eyes float closed for a minute and think about the ways that you spend your time right now – all the ways that your energy and time get spent these days. And I don't mean ideally, but how they actually get spent.

Think about the people in your life, the work, the errands, tasks, responsibilities, trips, commitments... the things that you spend the MOST amount of your time and energy on right now.

And then open your eyes and just begin to jot it all down in front of you in a simple list... so: kids, car, dog, groceries, meals, friends, work, housework, relationships, family commitments, etc....

What I'm Currently Spending My Time & Energy On:

In the **center of the ring** below put the top 1-2 things that you spend the most amount of time and energy on: job, kids, fears, etc. That goes right in the center.

In the **second ring** pick the 2-3 things that you spend the second most amount of time and energy on.

In the **third ring** pick the 2-3 things that you spend the third most amount of time and energy on.

Any remaining items get placed along the outer edges.

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YOUR CURRENT BULL'S EYE
GRAB YOUR MARKERS AND FILL IT IN



HEART CENTERED PRIORITY

And Bull's Eye Exercise

Look at this bull's eye and think about how it feels to have your daily life prioritized this way.

What do you notice? How does it feel to you?

What do you wish there were less of? More of?

And, where does your business or work goal for this program come in?

How I currently spend my time makes me feel

How I currently spend my time makes me feel

How I currently spend my time makes me feel

What are you seeing here for yourself?

CREATING YOUR IDEAL BULL'S EYE

Begin now to think about **what you'd like to consciously be giving energy to**, asking your heart what it wants, what it needs you to be directing time and energy to in the next 3-6 months.

And imagine your life exactly the way you want it to be, full of the things you love, full of activities, people, experiences, places that make you feel good, the work or business that bring you joy.

Then open your eyes and start making a list of the top people, experiences, or work that you'd IDEALLY like to be spending the most amount of your time and energy on.

What I'd Ideally LOVE to Be Spending My Time & Energy On:

CREATING YOUR IDEAL BULL'S EYE

(see next page for your ideal bull's eye...)

Think about where you **WANT** to focus and direct your energy and time in these next 3-6 months:

What do you want to create, manifest, work towards?

Find the one or two things that are most important, and write them in the **middle circle**.

Then find the one or two things that are second most important, remember, **JUST** for next 3-6 months – and write them in the **second circle**, as so on.

Now look at your ideal bull's eye, really focusing in on how the energy of it feels, how it feels to set the intention to direct your energy towards these priorities and write the first 3 words that come to mind.

How I currently spend my time makes me feel

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What are you seeing here for yourself?

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YOUR IDEAL BULL'S EYE
GRAB YOUR MARKERS AND FILL IT IN



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PAUSE NOW AND ANSWER THESE LAST QUESTIONS:

1. How did this exercise feel for you?

2. What did you see for yourself?

3. What are you taking from it?

SETTING UP YOUR SACRED STRUCTURE

As your wallet is the safe container that holds your money, **your Sacred Structure is the container that holds the precious (and finite) amount of time that you are given.** You only get a certain amount of it, and when it's gone you can't get more.

What you have right now will last you the rest of your life if you treat it with respect and care, if you value it and use it wisely.

Your Sacred Structure (your schedule) is the container that you'll use to hold and contain, shelter and guard your precious time. Without the container of sacred structure, your time (and I know you've felt this) ...will literally slip through your fingers.

Imagine I gave you a mason jar, 3 rocks, and a bunch of pebbles. Your task is to fit everything in the jar. The way to do it would be to put the rocks in first, then fit the pebbles in around the rocks.

Your heart-centered priorities **(the ones in your ideal bull's eye)** ARE those big rocks. Your job is going to be to put them into your Sacred Structure (or schedule) FIRST. Then everything else gets put in.

Think for a minute about how you structure your time, physically – do you use a daily calendar? An online calendar? What you use isn't as important as the fact that you use something, so I want you to think about whether or not what you're using is working for you. If it is, get it out. If it's not, look for another scheduling tool that does—think about these questions: do you need to see your day written in pen in front of you? Do you need an online calendar that your partner or assistant can share? What's going to work best for you?

SETTING UP YOUR SACRED STRUCTURE

Now think about the rest of the week that you have ahead of you, and get your bull's eye for how you want and need your time and energy to be spent ideally. The items in your center, second and third ring are your three big rocks. So you'll put those into your schedule first, figuring how much time you'll want for each.

NOTE: because your schedule for right now is probably pretty solid, you might have to start with adding in LESS time for the items in your SS than you'd ideally, eventually like to be taking for them. For instance, you might want to add self-care in, and IDEALLY, that looks like 2 exercise classes a week, a night out with your women, and a massage every week (sounds good, right?) But for right now, just think about how you could move towards that—scheduling a walk during lunch with a friend? Making a massage appointment for a few weeks out? setting up a coffee date for Friday? Go slowly, and fit things in gradually, planning further and further ahead. Last year I decided I wasn't going to work Fridays any more, but it took us a few months to work that into the schedule.

After you get your big rocks in, everything else you have to do gets poured in around them.

For instance, first things that go into my calendar are my needs and my Kid's needs (her days off and vacations are always blocked off from work for me so I can spend that time doing fun things with her). Then comes work. Then goes all my social things, my ties to my Tribe of women and community. Everything else goes in IF it fits, after those things.

But...what happens if something comes up? What happens when life happens and things don't go the way you planned? Because I don't know about you, but that happens to me more often than not. (Kid sick? appointment that HAS to be tended to? Partner need something? I'M sick?) No worries! We GOT that :-)

SACRED *Structure*

HERE ARE YOUR THREE HARD & FAST RULES FOR CREATING SACRED STRUCTURE:

RULE #1. Anything that goes into the schedule must be held up to your ideal bull's eye to make sure it fits your priorities.

If it doesn't, here are the options:

- decide if it really needs to be done and when (can it wait a few weeks?)
- delegate it
- OR do it after your big rocks have gotten scheduled in.

Rule #2. You can move anything you want around in your schedule, but don't delete any of the big rocks.

Example: one day recently I had a HIIT class planned for my self care piece. And that's one of my big rocks: My kid, IAC, and self care – those are my big three right now. So those go in first. So I had a class scheduled for the morning, but it was sunny for the first time in days, my kid was home, and we both wanted to go out in the sun – my kid is a big rock and being in the sun is also self care. So I held it up and it fit my HCP. And we went to the park in the sun. But I moved the class to the next morning and made space for it there.

Rule #3. Every week you get to start over and leave the week before behind.

This means, you don't tell yourself stories about how you suck when you didn't do everything perfectly the week before. You start over.

Every Sunday I sit with my priorities for the week, my schedule, and my gratitude about what worked that week, and what I'd like to do differently next time.

For example, for a while I was flaking on things that were important to me in my schedule. I felt disconnected to it and was unsure that I could stick to it. So part of my morning grounding routine became simply connecting to what I wanted to do that day and what I had set in Sacred Structure.

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YOUR PRIORITIES COME FROM YOUR HEART. THEY
DESERVE THE SAFE CONTAINER OF THE
SACRED STRUCTURE.

What are you taking from this work?

Did you enjoy the tools I've given you here? Drop me a line at britt@inarmscoaching.com and tell me how this worked for you – or find me on Facebook at In Arms Coaching and message me there! I'd love to hear from you.

Love and sharpies,

Britt



Britt Bolnick is an entrepreneur, business coach, and speaker who is deeply in service to women who are fully committed to building a business they LOVE, that is lucrative, joyful, AND leaves them time to do all the other things they love in their life.

Connect with Britt:



/In-Arms-Coaching



@BrittBolnick



/InArmsCoaching