

Lesson 2

SACRED STRUCTURE

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 the base effect of that is that your magic stops working; you don't **FEEL** good about your day. You're doing too much. You're bowling over boundaries, over-extending yourself, taking on too much, and don't have the time and focus you need for yourself.

That, in turn, means that your work suffers. Your relationships suffer. Your self-care (and your health) suffer.

And that's an ugly snowball that you **DON'T** want to start rolling.

THE ANSWER? SACRED STRUCTURE.

But many women creatives and business owners have 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 to carefully sculpt and focus your time...**There's a fear that if you are to build a successful business, it will cost you.**

It will cost you your creativity.

It will cost you freedom of time—the ability to do what you want, when you want.

It might cost you flexibility—something that is **CRUCIAL** if you're running a biz, have kids, have a personal life, are taking care of others...

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?

I'm going to show you that the **OPPOSITE** is true. Sacred Structure isn't some external authoritarian force to **ADD** to your workload—it's quite literally the container that holds the time for everything you need, and everything you WANT.

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 or creative pursuit, 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 time 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**—and energy drain is a DAILY issue.
- > **Not feeling like you have enough time**—you're constantly CHOOSING the fire that MOST needs to be put out (goal? Little to NO fires to put out).
- > **Over-extending yourself**—you bend and bend and bend, and worry about breaking, or just maintaining in misery and exhaustion.
- > **Feeling disconnected from your wisdom because your daily life is misaligned with what actually matters to you**—time to meditate? Time to exercise? You feel guilty, because you “should” be doing other, “more important” things.
- > **Not setting healthy boundaries around how you spend your time**—and always feeling pulled to be doing something different. If you're with the kids, you “should” be working. If you're working, you “should be exercising...” etc.
- > **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 what I'm giving you here is the **FOUNDATION** of what I teach women because it gives you a tool to get clear from the jump about what really matters to you (what your top HCP are) and that becomes your guiding light—a **way to structure your time so there's MAGICALLY time for what you love and want.**

My working definition of MAGIC: the art and skill of changing energy. So...when you change the way your time FEELS, you're creating magic. Not “rabbit out of a hat magic...” but really—which would you rather have? A bunch of rabbits, or more free time?



Heart Centered Priority

AND BULL'S EYE EXERCISE

Creating Your Current Bull's Eye

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 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...

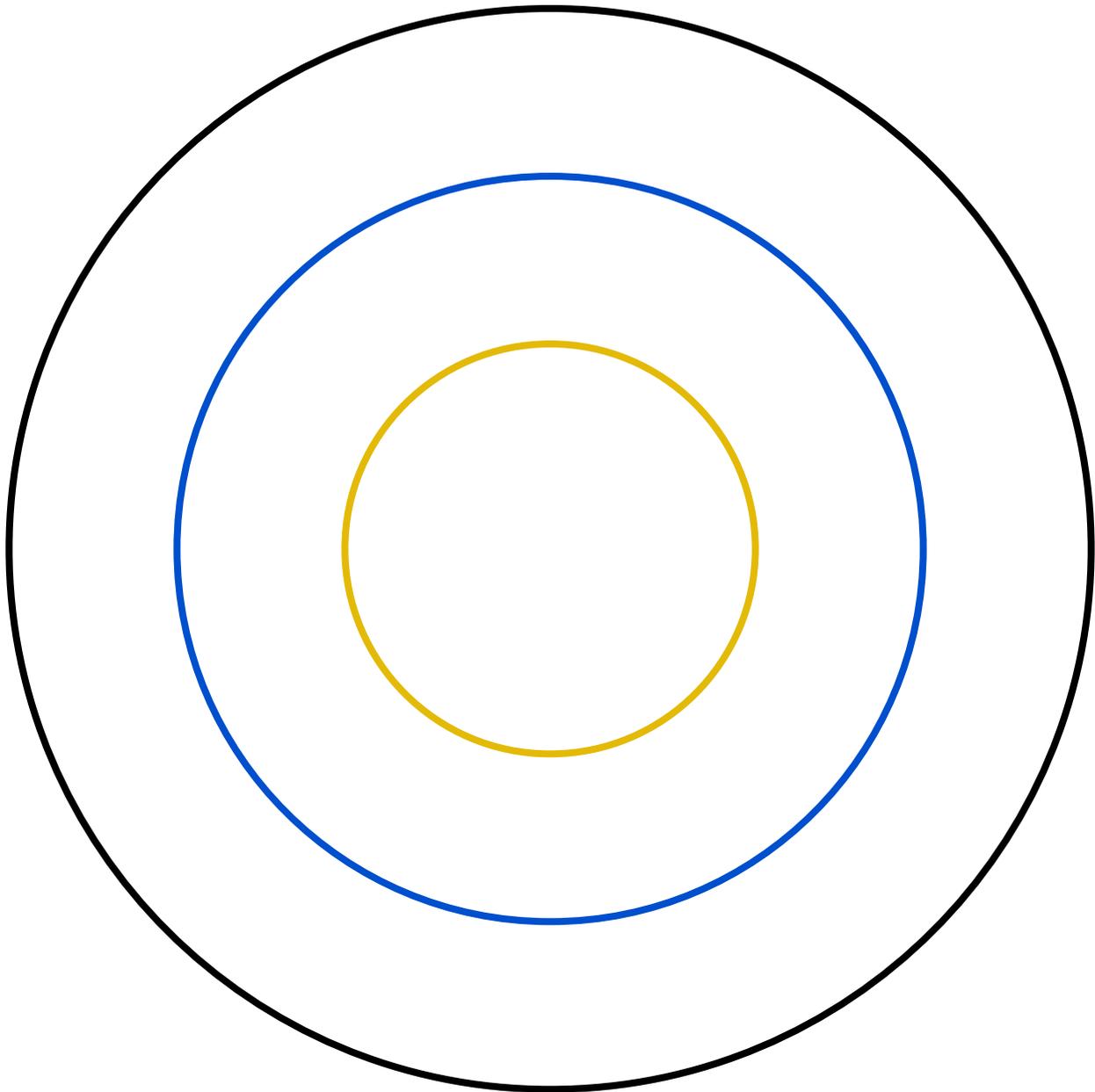
What I'm Currently Spending My Time & Energy On:

Fill In the Bull's Eye (on following page):

- In the **center of the ring** 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.

Your Current Bull's Eye

(grab your markers and fill it in)





Reflect On Your Current Bull's Eye

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?

Write down the top 3 words that this bull's eye makes you feel.

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

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.

Imagine filling your day to day life with people and situations that FEED you, that GIVE you energy. That make you feel good.

Then open your eyes and start making a list of the top 8 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:

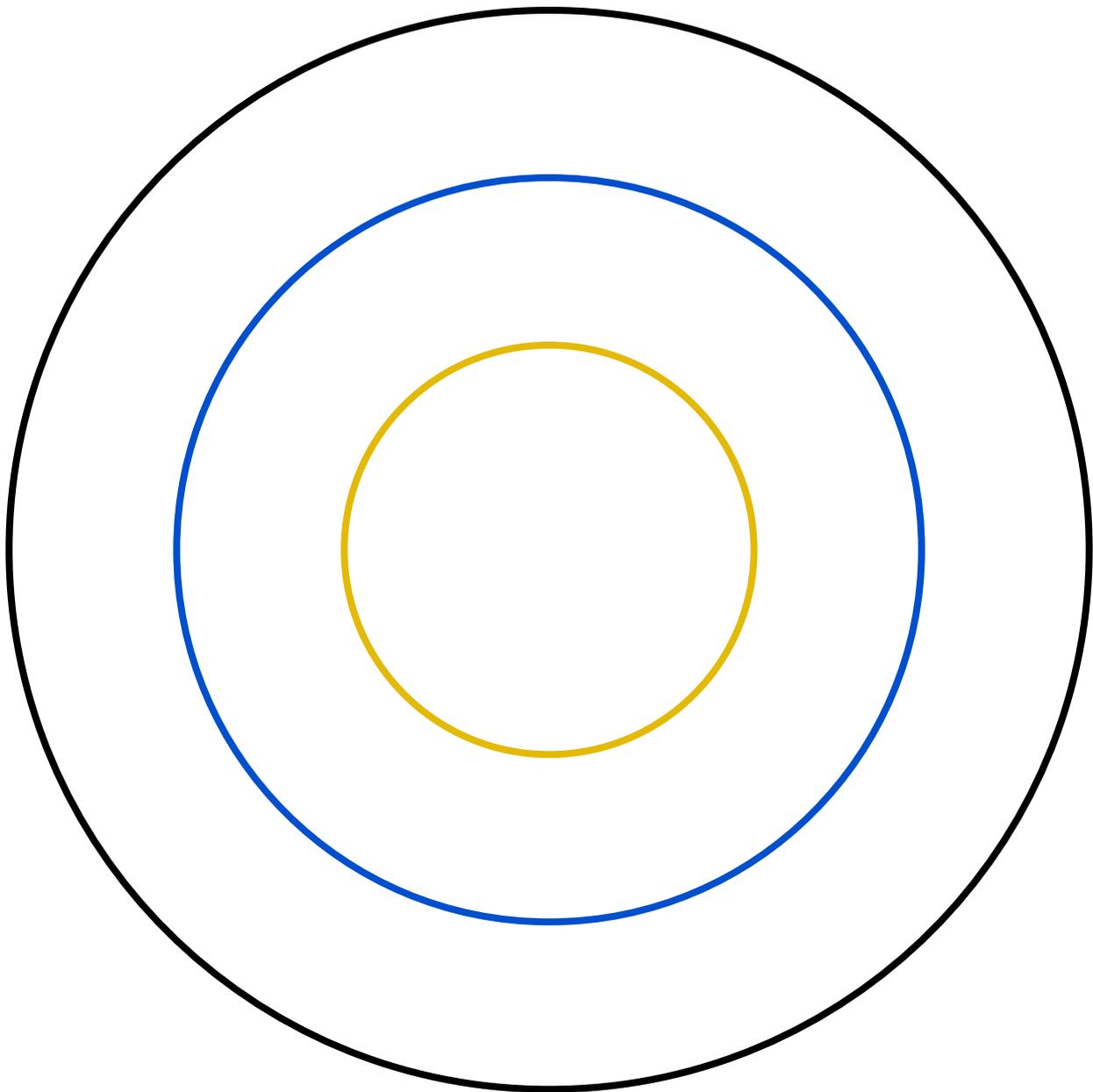
Fill In the Bull's Eye (on following page):

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, and so on.

Your Ideal Bull's Eye

(grab your markers and fill it in)





Focus On Your Ideal Bull's Eye

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.

When I think about spending my time this way it feels:

When I think about spending my time this way it feels:

When I think about spending my time this way it feels:

And notice again, where your business/work comes in, and how it feels in balance with the rest of your Heart Centered Priorities.

What are you seeing here for yourself?

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 (*sorry—I can't teach you magic to give you MORE time, but I CAN teach you magic to use the time you HAVE in a way that makes it FEEL like you have more time—fair compromise?*).

The time 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?

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? appoinmtne that HAS to be tended to? Partner need something? I'M sick?) No worries! We GOT that :-)

HERE ARE YOUR THREE HARD AND 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 gym 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 into my schedule 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—because I had time carved out for BOTH, I could just switch the order.

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. Because success DOESN'T mean PERFECTION. If you didn't do it the way you wanted, or what you wanted didn't happen THIS week...You start over NEXT week. 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.



Your priorities come from your heart. In order to build success that FEELS like success, there has to be room for what matters MOST to you—no compromises.

YOUR TOP PRIORITIES DESERVE THE SAFE CONTAINER OF THE SACRED STRUCTURE.

What are you taking from this work?

NEXT level work, from here: planning out your year.

In order to stay focused, on track, and moving forward, I teach my clients to pair Sacred Structure with my tried and true process of reverse engineering from a clear, exciting goal.

Then I work with them to follow through, setting up daily work periods, easy-to-accomplish steps, and examination of the inner blocks, fears, and walls that get triggered when you start ACTUALLY making your goals a reality.