

LM MAGAZINE BINDER

Time
Management
Edition

INSTRUCTIONS

PLAN A

1. Choose the cover for your Binder
2. Choose the Binder pages relevant to you
3. Print the Cover and Binder pages you chose (or all)
4. Punch holes and file in Binder
5. Start your month using the trackers and all the resources in the Binder

OR

PLAN B

Download the pdf files and open them in GoodNotes or Adobe Reader (free) and use it as a digital Binder/Planner!

6. Your journey starts now! Enjoy!

LM BINDER



unlock your full potential

www.lifemasterymagazine.com

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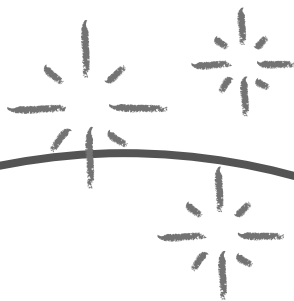
LM *BINDER*™

WELCOME!!!

Your Life Mastery Binder!

I'm thrilled to introduce you to your Life Mastery Binder – the tool to empower you to unlock your full potential. Throughout your journey, you will get thoughtfully curated resources that inspire positive change and transformation in your life.

These printable resources will help you start building your own transformational binder. Get ready to embark on a journey of personal growth and self-discovery with the LM Binder by your side.



Time Management

2025

LM
Magazine

2025

February

	SUN	MON	TUE	WED	THU	FRI	SAT
	26	27	28	29	30	31	1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		1

Do more of
you love
what

Daily Self-Care

DATE : _____

M T W T F S S

C H E C K L I S T

- | | |
|---|--|
| <input type="checkbox"/> MAKE YOUR BED | <input type="checkbox"/> TAKE A LONG BATH |
| <input type="checkbox"/> TAKE YOUR MEDICATIONS & VITAMINS | <input type="checkbox"/> DO A FACE MASK |
| <input type="checkbox"/> SKINCARE ROUTINE | <input type="checkbox"/> CALL A FRIEND OR FAMILY |
| <input type="checkbox"/> HEALTHY MEALS | <input type="checkbox"/> MEDITATION |
| <input type="checkbox"/> GO FOR A WALK | <input type="checkbox"/> WATCH A MOVIE |
| <input type="checkbox"/> CLEANING HOUSE | <input type="checkbox"/> CUDDLE A PET OR HUMAN |
| <input type="checkbox"/> WASHING CLOTHES | <input type="checkbox"/> TRY A NEW RESTAURANT |
| <input type="checkbox"/> LISTEN TO MUSIC | <input type="checkbox"/> MAKE TIME TO READ |
| <input type="checkbox"/> HAVE A POWER NAP | <input type="checkbox"/> TRY A NEW RECIPE |
| <input type="checkbox"/> SOCIAL MEDIA BREAK | <input type="checkbox"/> NO PHONE 30 MINS BEFORE BED |

WORKOUT

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|----------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> CARDIO | <input type="checkbox"/> WEIGHT | <input type="checkbox"/> YOGA |
| <input type="checkbox"/> STRETCH | <input type="checkbox"/> REST DAY | <input type="checkbox"/> OTHER |

HOURS OF SLEEP (Hours)



HYDRATION (Glass)



THINGS THAT MADE ME HAPPY TODAY

MOOD



Daily Wellness

TODAY I FEEL

DATE : _____

M T W T F S S

TODAY'S AFFIRMATION

TODAY'S MANTRA

TODAY I'M PROUD OF

WEATHER



NOTES

TODAY'S GOAL

TOMORROW'S PLAN

Habit Tracker

FEBRUARY

#	HABIT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Notes

Vitamin Tracker

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

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Week of _____

VITAMINS	m	t	w	t	f	s	s
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Week of _____

VITAMINS	m	t	w	t	f	s	s
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Week of _____

VITAMINS	m	t	w	t	f	s	s
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Week of _____

VITAMINS	m	t	w	t	f	s	s
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Notes

30 Day

CHALLENGE TRACKER

SUN

MON

TUE

WED

THU

FRI

SAT

PICK ONE... OR SIX! OR CHOOSE YOUR OWN!



WORKOUT



WALK IN NATURE



HOBBY



JOURNAL



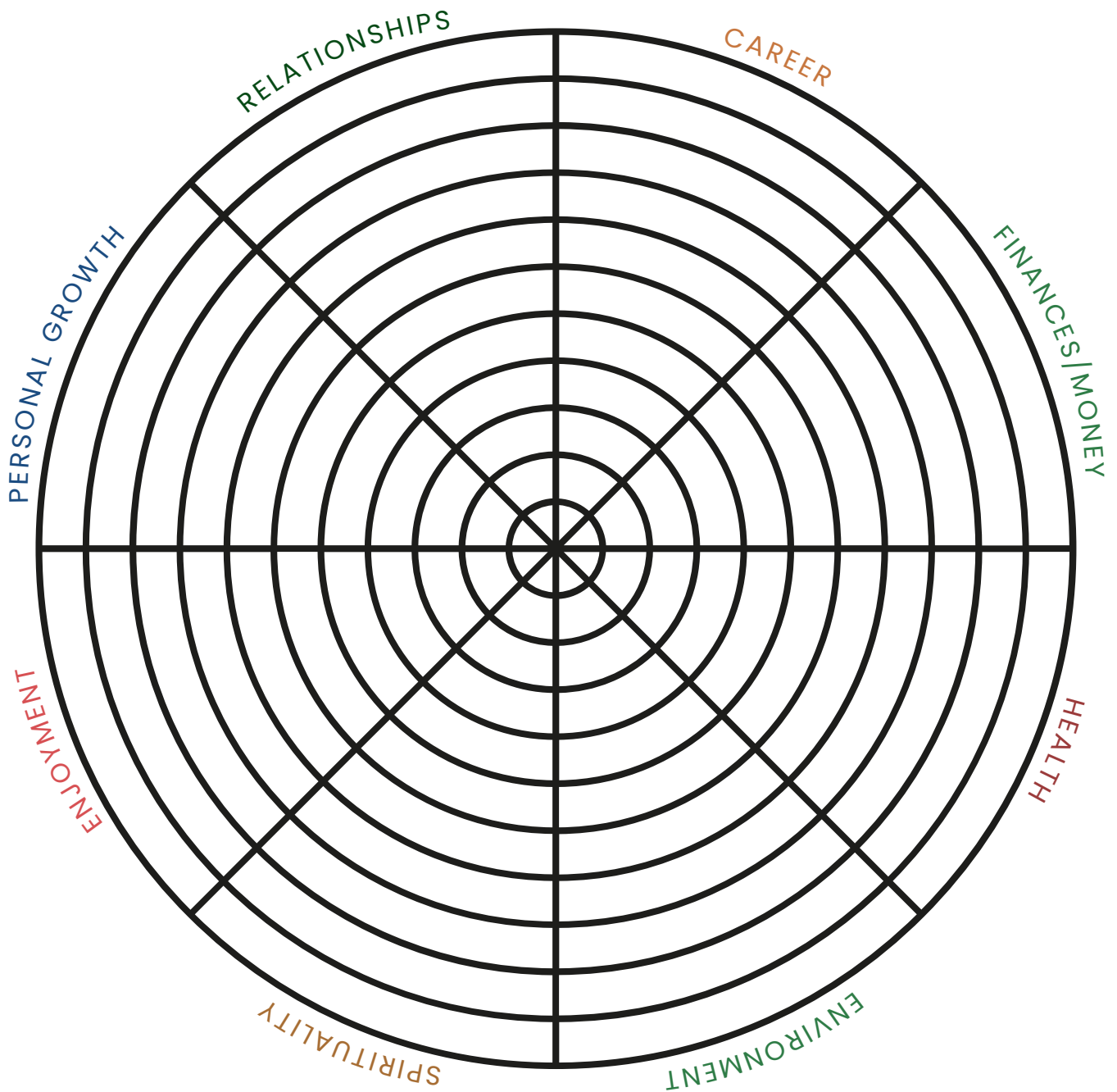
SLEEP MORE



HEALTHY FOOD

WHEEL OF LIFE®

Time Management



Consider how satisfied you are in each area on a scale from 1 (very dissatisfied - inner circle) to 10 (fully satisfied - outer circle). Place a dot in the middle of the corresponding line on the wheel to note your score.

If you need help completing your Wheel of Life, you can find it in the section - **More Resources** of this Life Mastery Binder.

Affirmations

for Time Management

Affirmations are positive statements that can help you challenge and overcome self-sabotaging and negative thoughts. When you repeat them often and believe in them, you can start to make positive changes. Using affirmations can help you shift your mindset in all areas.

Each day, I get better at managing my time.

I allow myself time to rest and recharge without guilt.

I prioritize tasks that align with my goals and values.

My time is a reflection of what I value most.

I can handle one thing at a time with focus and grace.

I trust myself to balance productivity and self-care.

Gratitude Practice

February 2025

Time Management GOALS

1

2

3

4

5

6

7

8

Monthly Goals

1

2

3

4


5

6


7

8


Journaling Prompts for Time Management




How can I create more time for the things that bring me joy or fulfillment?




What does a perfectly balanced day look like to me?



Are there tasks I can delegate or eliminate to make room for what matters most?



How do I feel about my current relationship with time? What would I like to improve?



What are my top three priorities right now, and how can I make time for them daily?

Journal Prompt

Date: _____



Lined writing area consisting of 20 horizontal black lines.

My Word This Month Is

How I see myself implementing my word
across the different areas of my life:

My Business

Finances

Health

Home

Inner Growth

Family

Lifestyle

Relationships

Spiritual

Healthy Me recipe



NAME OF DISH

Mediterranean Baked Sweet Potatoes

CATEGORY

Main (4 servings)

PREP TIME

5

COOK TIME

25 min

INGREDIENTS

- 4 medium (~1/3 lb each) sweet potatoes
- 1 15-ounce can chickpeas (rinsed and drained)
- 1/2 Tbsp olive oil
- 1/2 tsp each cumin, coriander, cinnamon, smoked (or regular) paprika
- 1 pinch sea salt or lemon juice

DIPPING SAUCE

- 1/4 cup hummus (or tahini)
- 1/2 medium lemon, juiced
- 3/4 - 1 tsp dried dill
- 3 cloves garlic, minced (
- Water or unsweetened almond milk
- Sea salt to taste



TOPPINGS optional

- 1/4 cup cherry tomatoes (diced)
- 1/4 cup chopped parsley (minced)
- 3 Tbsp finely chopped red onion
- 2 Tbsp lemon juice
- Chili garlic sauce

INSTRUCTIONS

Preheat oven to 400 degrees F (204 C) and line a large baking sheet with foil. Rinse and scrub potatoes and cut in half length wise.

This will speed cooking time. Otherwise leave whole and bake longer (approximately double the time (45 min - 1 hour)).

Toss rinsed and drained chickpeas with olive oil and spices and place on a foil-lined baking sheet.

Rub the sweet potatoes with a bit of olive oil and place face down on the same baking sheet (or another baking sheet depending on size).

Transfer to the preheated oven and bake until the sweet potatoes are fork tender and the chickpeas are golden brown - roughly 25 minutes.

While the sweet potatoes and chickpeas are roasting, prepare your sauce by adding all ingredients to a mixing bowl and whisking to combine, only adding enough water or almond milk to thin so it's pourable. Taste and adjust seasonings as needed. Add more garlic for more zing, salt for savoriness, lemon juice for freshness, and dill for a more intense herb flavor. I found mine didn't need anything else.

Once sweet potatoes are fork tender and the chickpeas are golden brown - roughly 25 minutes - remove from oven.

For serving, flip potatoes flesh-side up and smash down the insides a little bit. Then top with chickpeas, garlic herb sauce, parsley-tomato salad, and chili garlic sauce.

If you don't have hummus, tahini will make a great base substitution for the sauce - just adjust the seasonings to accommodate the lack of flavor tahini provides.

Also prepare the parsley-tomato topping by tossing tomato, parsley, and red onion (optional) with lemon juice and set aside to marinate.

Recipe card



DIFFICULTY

NAME OF DISH

Mediterranean Baked Sweet Potatoes

CATEGORY

Main (4 servings)

PREP TIME

5 min

COOK TIME

25 min

INGREDIENTS

- 4 medium (-1/3 lb each) sweet potatoes
- 1 15-ounce can chickpeas (rinsed and drained)
- 1/2 Tbsp olive oil
- 1/2 tsp each cumin, coriander, cinnamon, smoked (or regular) paprika
- 1 pinch sea salt or lemon juice

TOPPINGS optional

- 1/4 cup cherry tomatoes (diced)
- 1/4 cup chopped parsley (minced)
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I Am Releasing

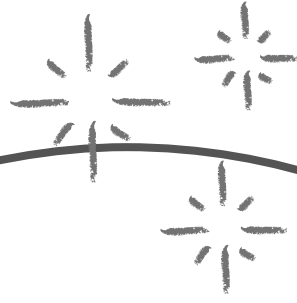
Let it go

Let it go

Let it go

End Of Month Self-Reflection

February 2025



Your Challenges

2025

Life Mastery
Magazine

TIME
MANAGEMENT



30 – DAYS LUNAR LIVING

CHALLENGE



WELCOME!

February Time Management Challenge:

“The 28-Day Time Mastery Journey”

This month, we’re taking control of our time—step by step, day by day, in a way that feels empowering and achievable. The 28-Day Time Mastery Journey is all about small, intentional actions that help you make space for what matters most.

By the end of February, you’ll feel more in control of your days, more aligned with your goals, and less overwhelmed by the ticking clock.

HOW IT WORKS

Each week focuses on a different theme, with daily prompts to guide you. The goal is to build a time management system that works for you.



My commitment

THE 28 - DAY TIME MASTERY JOURNEY

I, _____, commit to fully participating in the 28-Day Time Mastery Journey Challenge.

I will:

- Dedicate time each day to engage in the challenge materials and exercises.
- Set aside time each day to complete my assigned tasks and reflections.
- Prioritize my personal growth and time management throughout the challenge.
- Stay positive, stay open to new ideas, and be kind to myself as I move through the journey.
- Participate in any optional group activities, check-ins, or discussions (if applicable).
- Complete the daily journaling prompts or time assessments, if applicable.

I understand that to make this challenge effective, I need to dedicate time to the process. I am committing to spending _____ per day/week for the next 28 days on the activities, journaling, and reflections required in this challenge.

By signing this document, I am committing to fully participating in the 28-Day Time Mastery Journey Challenge and doing my best to stay engaged, motivated, and focused on achieving my goals.

date:

signature:

Monthly Planner

I start my challenge on the:

MON.

TUE.

WED,

THUR.

FRI.

SAT.

SUN.

WEEK 1

Time Awareness

Goal: Understand where your time goes and uncover patterns.

- **Day 1:** Track your time for the day. Write down everything you do in 30-minute increments.
- **Day 2:** Reflect: What surprised you about yesterday's time tracking?
- **Day 3:** Identify your "time leaks" (e.g., scrolling social media, procrastinating).
- **Day 4:** Choose one small change to address a time leak (e.g., set a timer for social media).
- **Day 5:** Time-block your day with intentional focus.
- **Day 6:** Reflect: What felt easier or harder with time blocking?
- **Day 7:** Celebrate progress and set an intention for next week.

Daily Planner

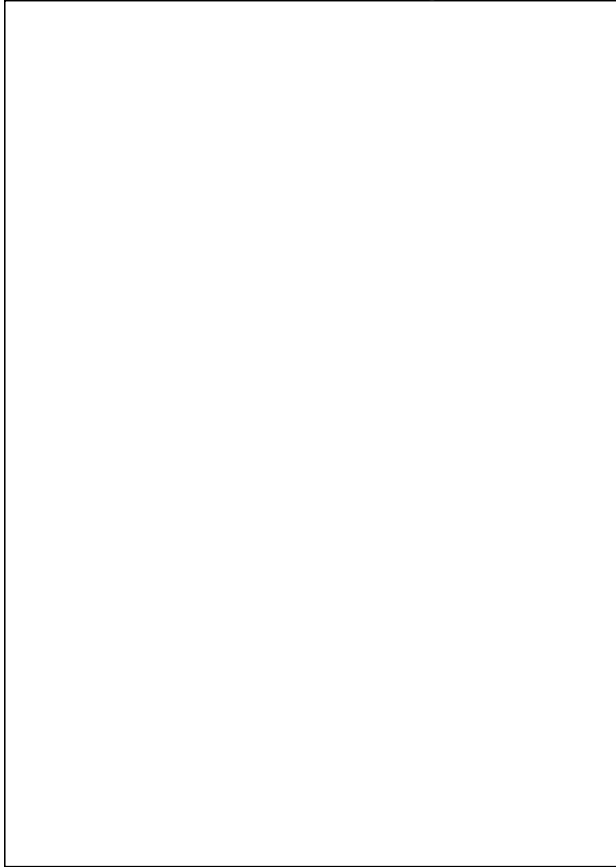
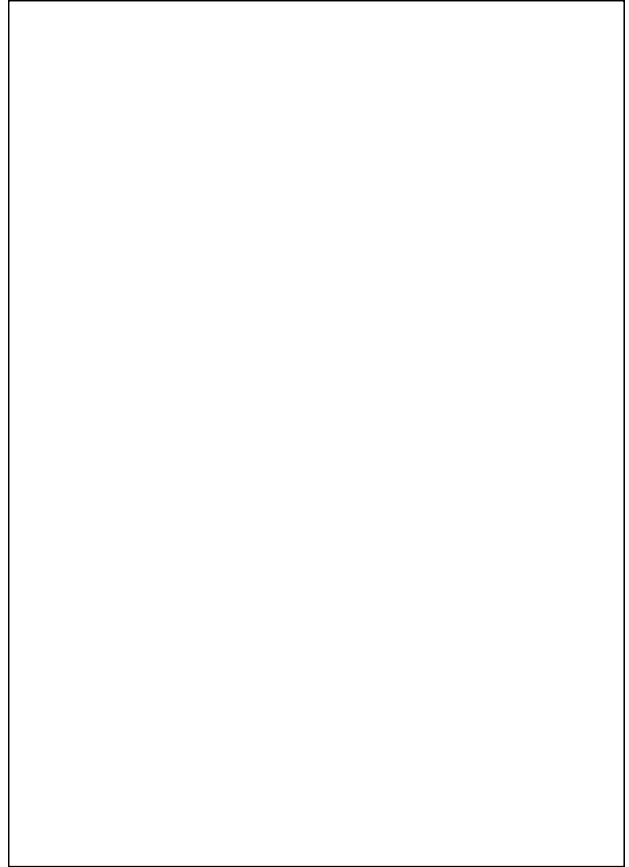
Time	Task/Activity
6:00 - 6:30 AM	
6:30 - 7:00 AM	
7:00 - 7:30 AM	
7:30 - 8:00 AM	
8:00 - 8:30 AM	
8:30 - 9:00 AM	
9:00 - 9:30 AM	
9:30 - 10:00 AM	
10:00 - 10:30 AM	
10:30 - 11:00 AM	
11:00 - 11:30 AM	
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12:30 - 1:00 PM	
1:00 - 1:30 PM	
1:30 - 2:00 PM	
2:00 - 2:30 PM	
2:30 - 3:00 PM	

Daily Planner

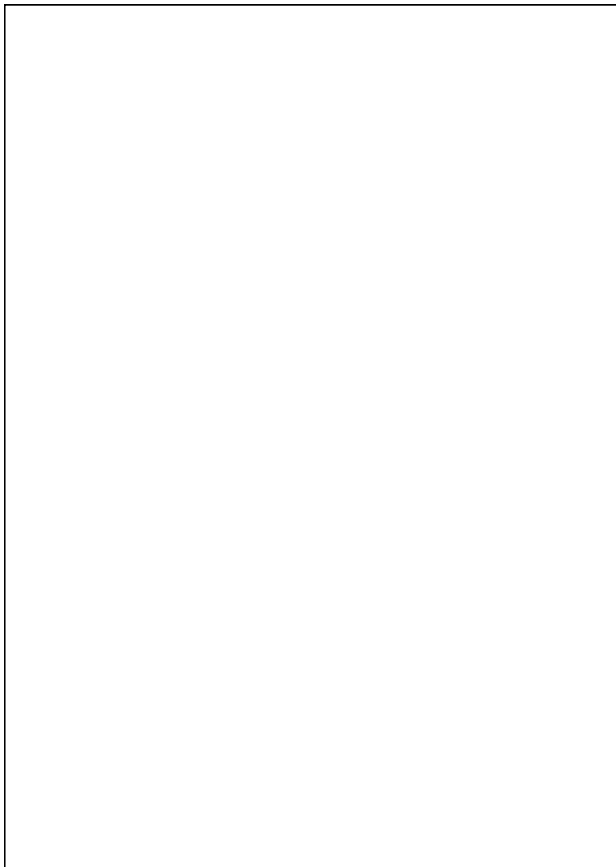
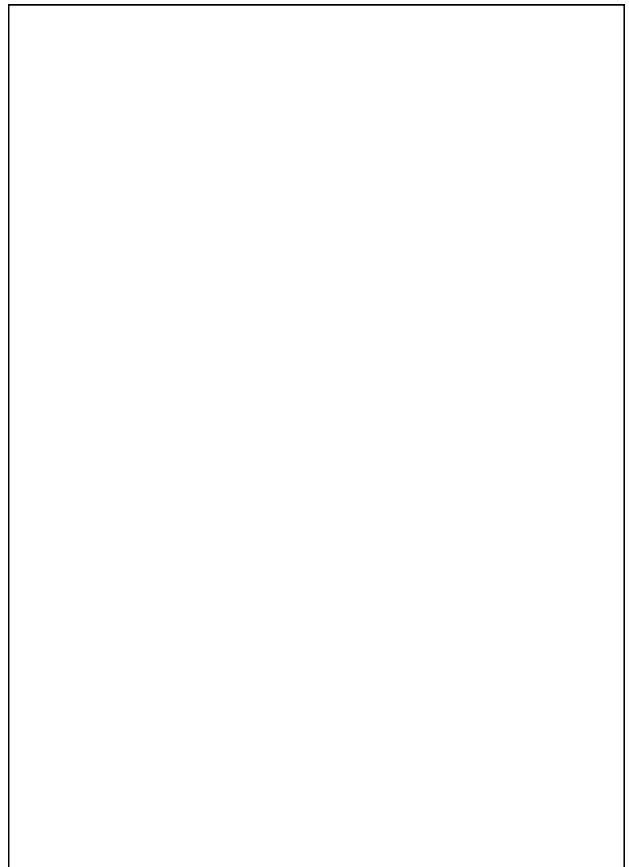
Time	Task/Activity
3:00 - 3:30 PM	
3:30 - 4:00 PM	
4:00 - 4:30 PM	
4:30 - 5:00 PM	
5:00 - 5:30 PM	
5:30 - 6:00 PM	
6:00 - 6:30 PM	
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8:30 - 9:00 PM	
9:00 - 9:30 PM	
9:30 - 10:00 PM	
10:00 - 10:30 PM	
10:30 - 11:00 PM	
11:00 - 11:30 PM	
11:30 - 12:00 AM	

Day 3

Procrastinating

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Social Media

A large, empty rectangular box with a thin black border, intended for recording information related to social media.A large, empty rectangular box with a thin black border, intended for recording information related to social media.

Day 4

Choose one small change to address a time leak (e.g., set a timer for social media).

Instead of:

I will:

Day 5

Time-block your day with intentional focus.

SCHEDULE

7

8

9

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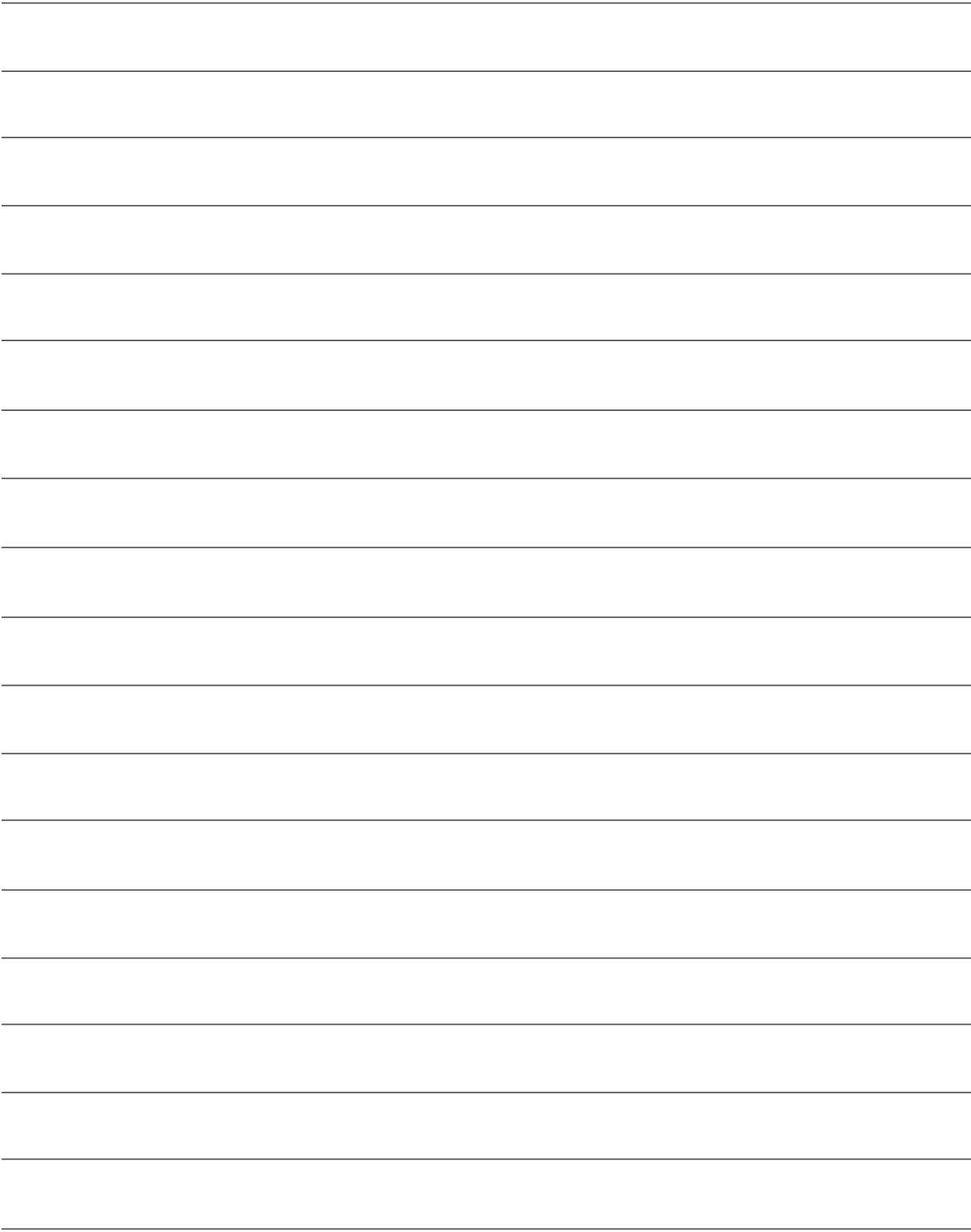
notes

MAIN GOALS

TO-DO

HABITS

GRATITUDE







WEEK 2

Prioritization

Goal: Focus on what truly matters.

- **Day 8:** Write down your top 3 priorities for the week (work, personal, self-care).
- **Day 9:** Use the Eisenhower Matrix to categorize today's to-dos.
- **Day 10:** Delegate or eliminate one task from your list.
- **Day 11:** Schedule "you time" (even 10 minutes counts).
- **Day 12:** Identify one long-term goal and take one small step toward it.
- **Day 13:** Reflect: Did prioritizing help reduce stress?
- **Day 14:** Celebrate by doing something you love—you've earned it!

Day 8

Write down your top **3 priorities for the week** (work, personal, self-care).

1

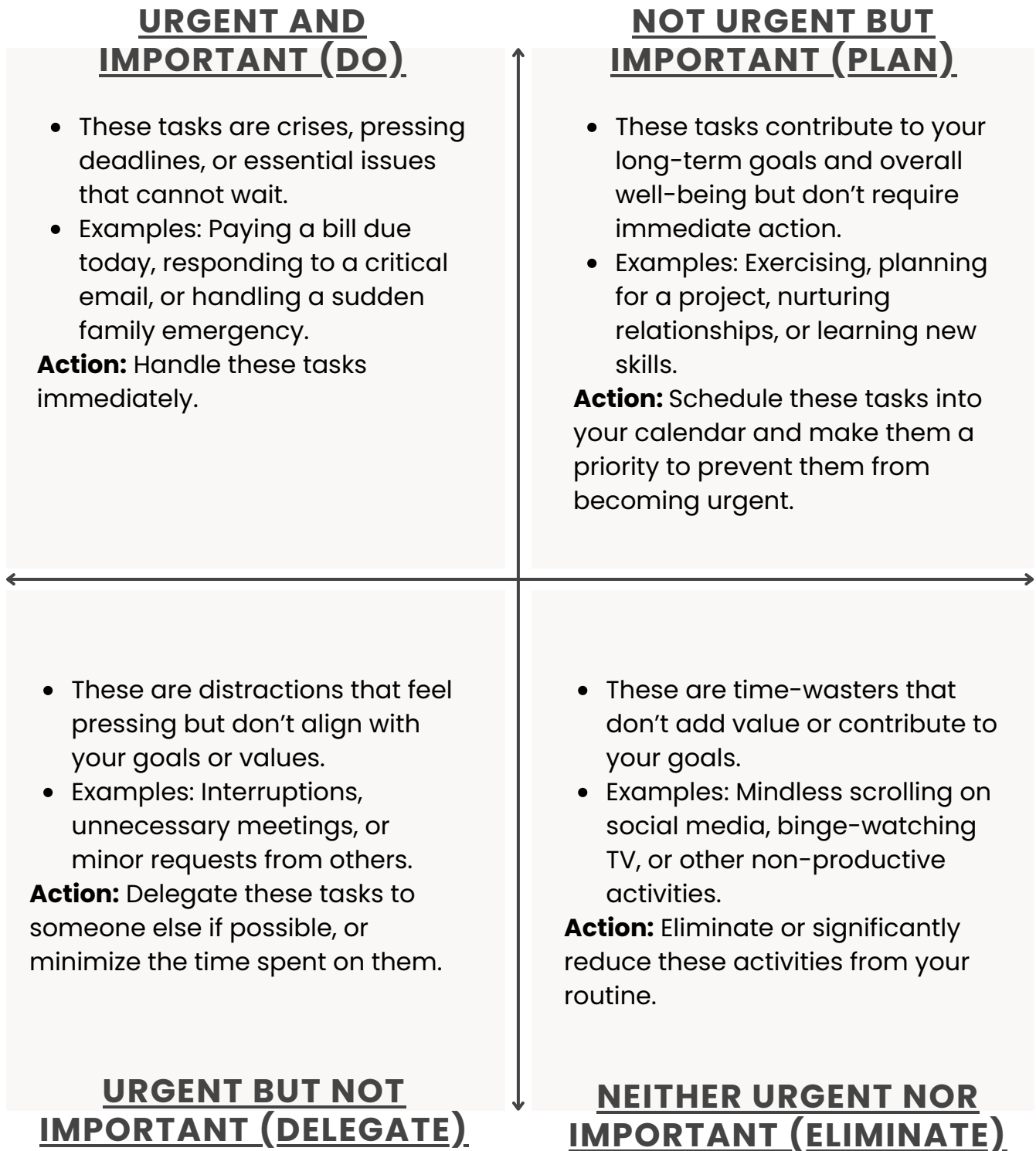
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Day 9

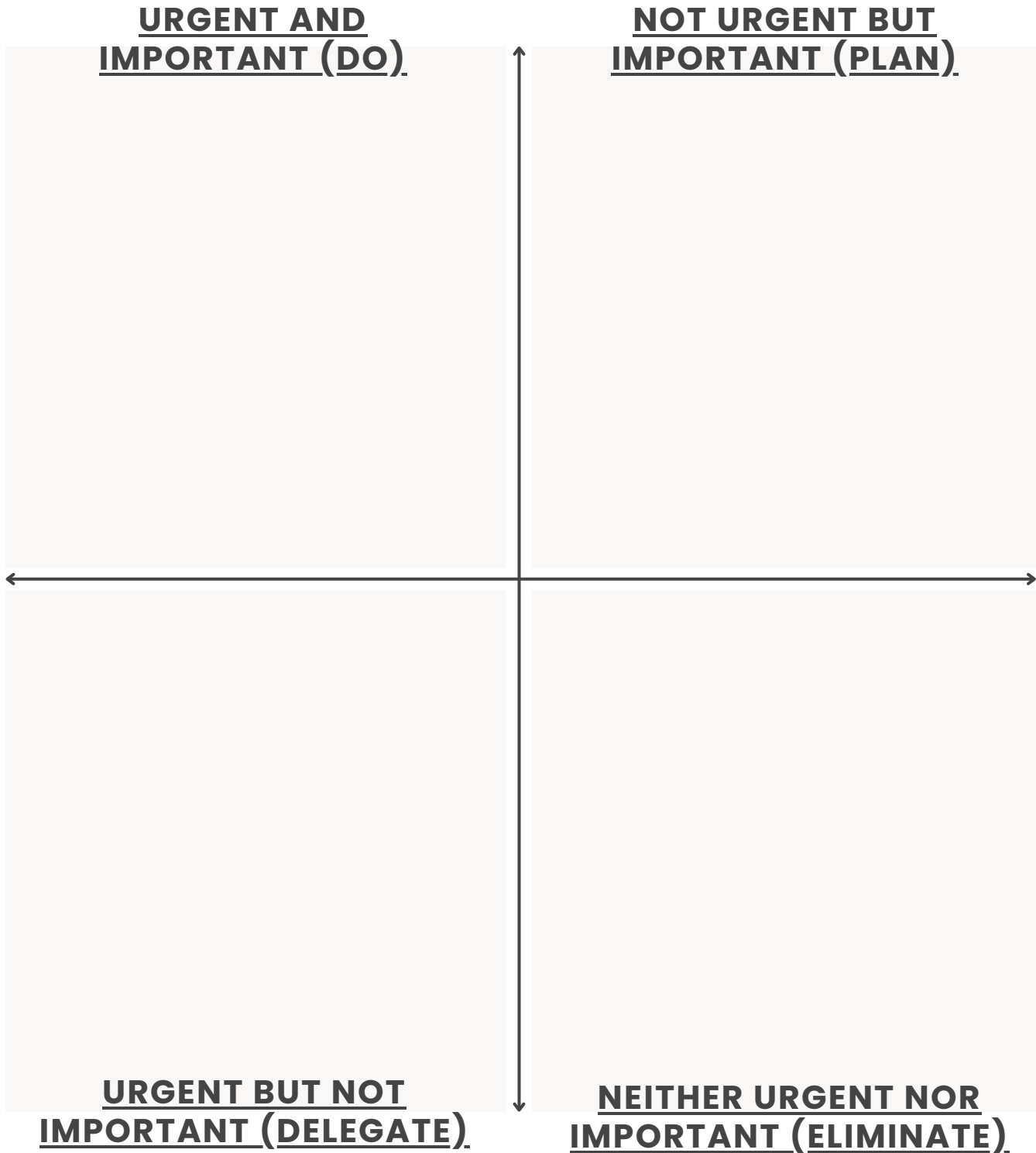
Use the **Eisenhower Matrix**, also called **the Priority Matrix** to categorize today's to-dos.

How the Matrix Works



Day 9

Use the Eisenhower Matrix to categorize today's to-dos.







Day 14

Celebrate by doing something you love—you've earned it!



WEEK 3

Time-Saving Strategies

Goal: Streamline and simplify your tasks.

- **Day 15:** Batch similar tasks together (e.g., meal prep, emails).
- **Day 16:** Try the Pomodoro Technique for a project or task.
- **Day 17:** Automate one task (e.g., set up bill payments or use a grocery delivery service).
- **Day 18:** Use a digital tool like Google Calendar or Trello to organize your week.
- **Day 19:** Create a “No” list—tasks or commitments you’ll decline moving forward.
- **Day 20:** Reflect: What strategy saved you the most time?
- **Day 21:** Treat yourself to a small reward for your hard work.

Day 16

Try the **Pomodoro Technique** for a project or task.

The Pomodoro Technique:

The Pomodoro Technique is a simple yet effective time management method that boosts focus and productivity by breaking work into manageable intervals, called "Pomodoros."

How It Works:

1. **Pick a Task:** Choose one task to focus on.
2. **Set a Timer:** Set a timer for 25 minutes (one "Pomodoro").
3. **Work Focused:** Work on the task without distractions until the timer rings.
4. **Take a Short Break:** Rest for 5 minutes to recharge.
5. **Repeat:** After 4 Pomodoros, take a longer break of 15–30 minutes.

Why It Works:

- **Keeps You Focused:** Short intervals help maintain concentration.
- **Reduces Overwhelm:** Breaking work into chunks makes big tasks feel more manageable.
- **Prevents Burnout:** Regular breaks ensure you stay energized and refreshed.



WEEK 4

Building Sustainable Habits

Goal: Create a time management system you'll love using.

- **Day 22:** Set up a weekly planning session for the upcoming week.
- **Day 23:** Declutter one area of your life (physical space or digital files).
- **Day 24:** Review your daily schedule and adjust anything that feels out of balance.
- **Day 25:** Identify one habit you want to maintain after this challenge.
- **Day 26:** Reflect: How has your relationship with time changed this month?
- **Day 27:** Write down your new time management system or routine.
- **Day 28:** Celebrate your progress! Reflect on what you've learned and plan your next steps.

Day 22

Set up a weekly planning session for the upcoming week.

Weekly Planner

Dates _____ / _____ - _____ / _____ / _____

Monday	This week's focus _____ _____ _____																																																	
Tuesday	<p>Habits</p> <table border="1"><tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr><tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr><tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr><tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr><tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr></table>	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●																			
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Day 24

Review your daily schedule and adjust anything that feels out of balance.

DAILY PLANNER

Today's focus

Water



5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00

24:00

To-do's



Day 24

Lined writing area with 22 horizontal lines.

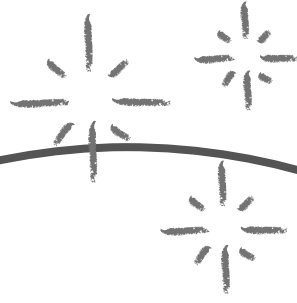






Congratulations!





More Resources

2025

Life Mastery
Magazine

MOON CYCLE

Healthy me

RECIPE CARD

○ ○ ○ ○ ○
DIFFICULTY

NAME OF DISH

CATEGORY

PREP TIME

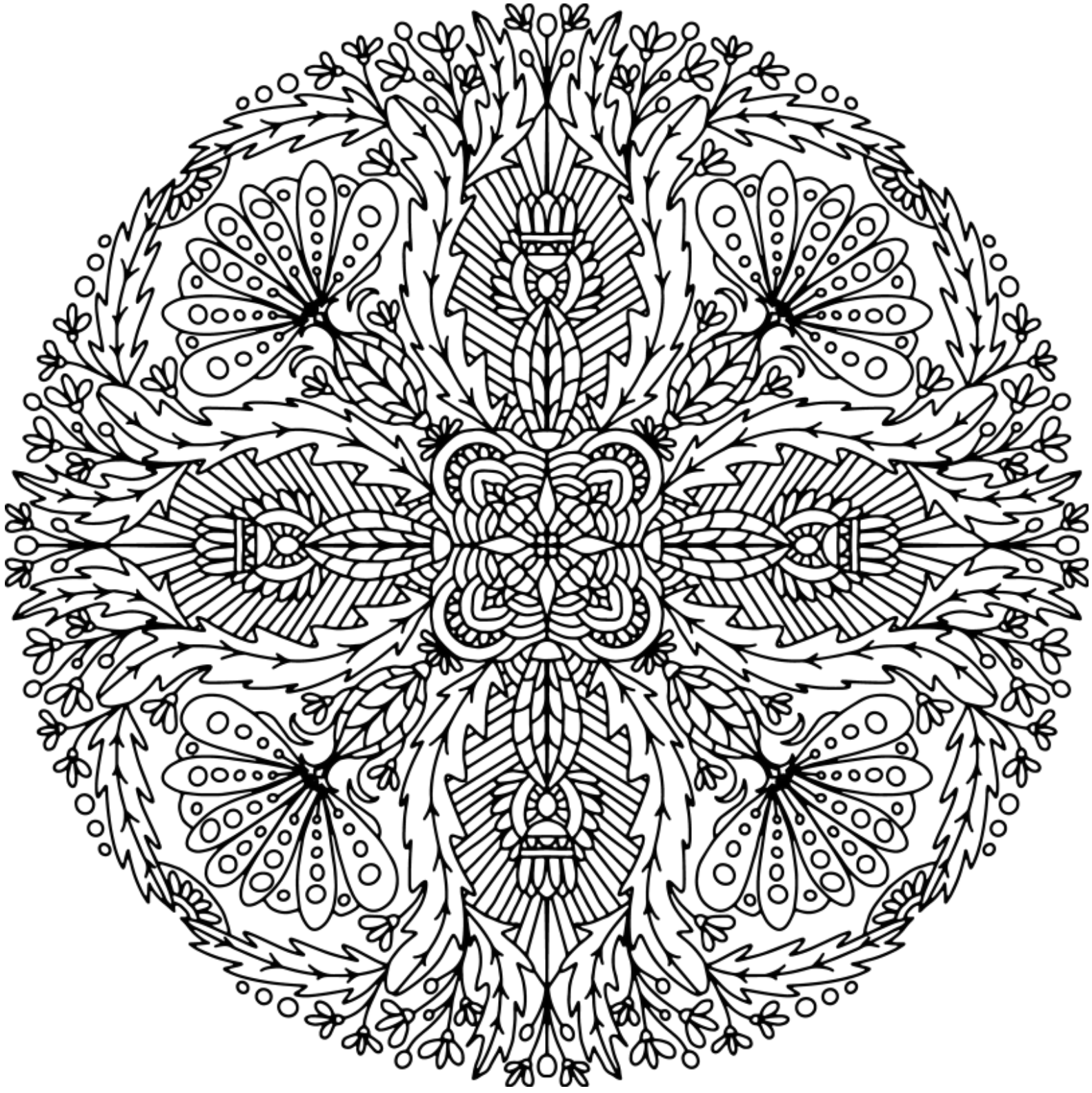
COOK TIME

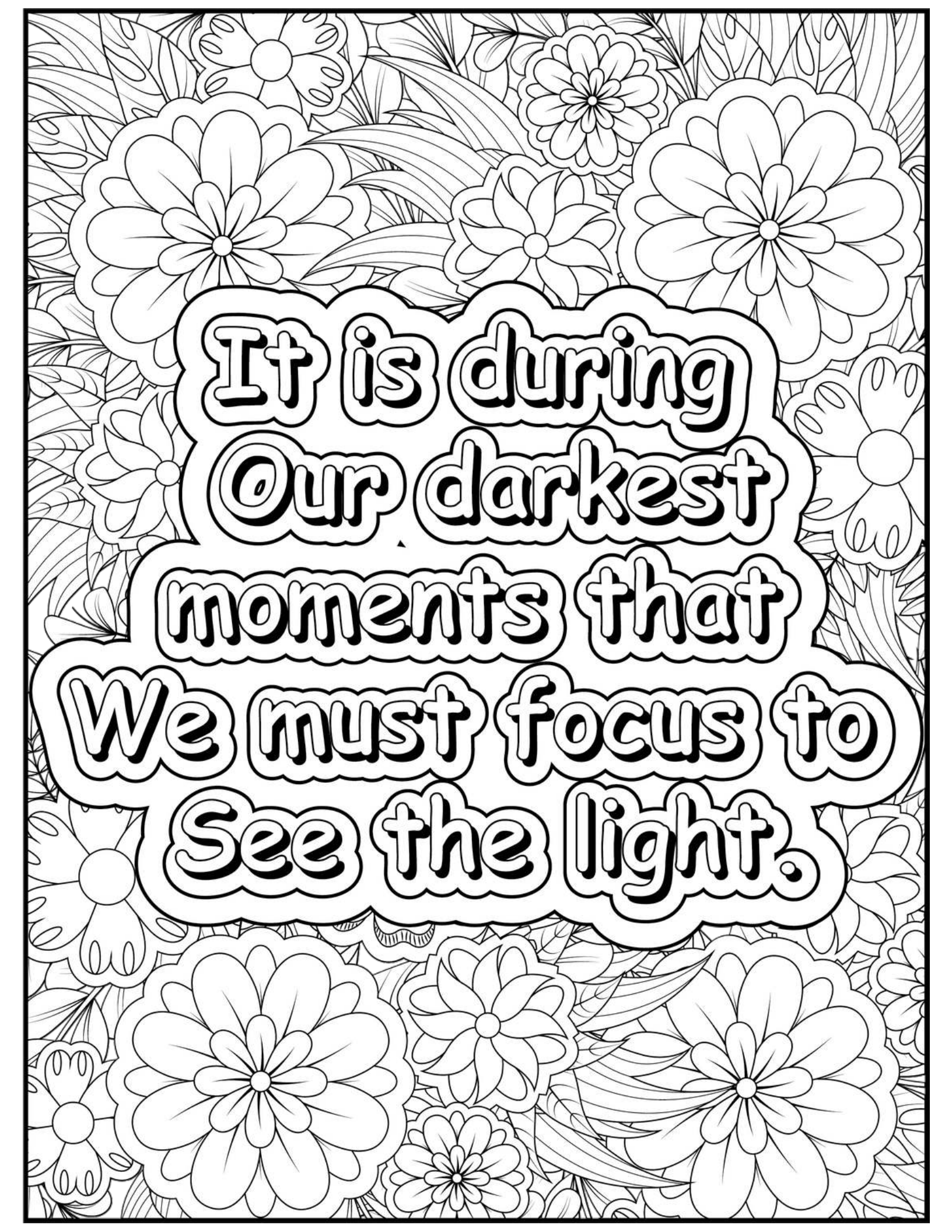
INGREDIENTS

INSTRUCTIONS

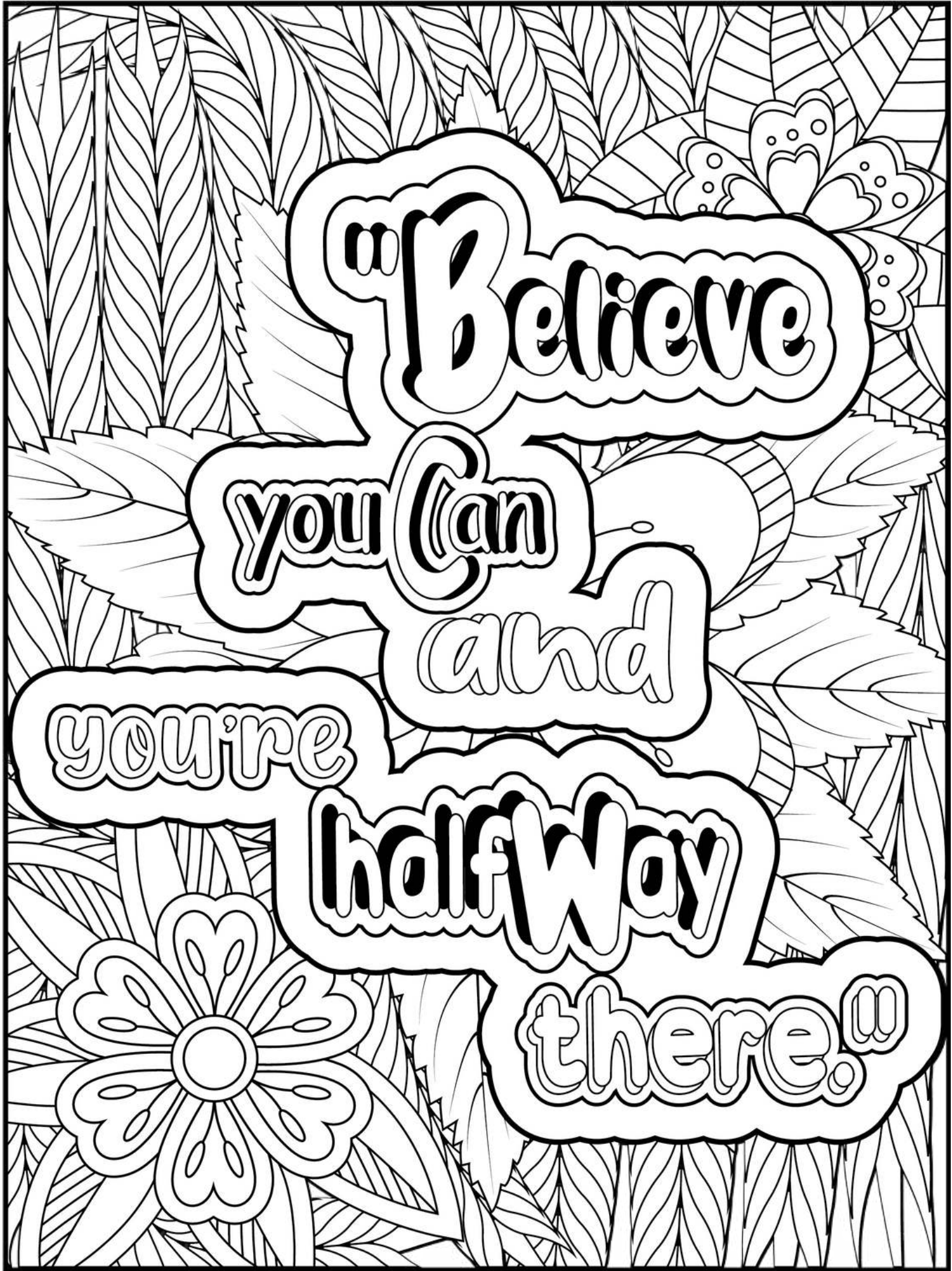
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notes





**It is during
Our darkest
moments that
We must focus to
See the light.**



“Believe

you can
and

you're

halfway

there.”

What Are Affirmations?

Affirmations are positive statements that are repeated to oneself with the intention of instilling a particular belief or mindset. They are often used as a tool for self-improvement and personal development. Affirmations work by influencing the subconscious mind, helping to challenge and reframe negative or limiting beliefs that may be holding an individual back.

How to Use Affirmations:

1. Repetition: Affirmations are repeated regularly, either silently or aloud. This repetition helps to reinforce the message and gradually replace negative thoughts with positive ones.
2. Belief reinforcement: Affirmations are most effective when they align with the individual's goals and values. By consistently repeating positive statements, individuals can strengthen their belief in themselves and their ability to achieve their goals.
3. Subconscious influence: Affirmations work by influencing the subconscious mind. The subconscious mind is believed to be more receptive to positive suggestions, especially when they are repeated frequently and with conviction.

Benefits of Using Affirmations:

1. Positive mindset: Affirmations help to cultivate a positive mindset by focusing on strengths, possibilities, and potential rather than dwelling on limitations or failures.
2. Increased self-confidence: Regularly affirming positive statements can boost self-confidence and self-esteem, helping individuals to overcome self-doubt and insecurity.
3. Motivation and goal achievement: Affirmations can provide motivation and encouragement, helping individuals to stay focused on their goals and persevere through challenges.
4. Stress reduction: Positive affirmations can help to reduce stress and anxiety by promoting feelings of calmness, optimism, and resilience.
5. Improved relationships: Affirmations can also be used to improve relationships by promoting empathy, understanding, and forgiveness.

Overall, affirmations can be a powerful tool for personal growth and self-improvement when used consistently and with intention. However, it's important to note that while affirmations can be beneficial, they are not a substitute for action or addressing underlying issues that may be contributing to negative thought patterns.

Write Your Own Affirmations



What Is Journaling?

Journaling is all about jotting down your thoughts, reflections, and experiences in a diary or journal. It can be as simple as free-flow writing or using prompts for self-discovery.

The benefits of journaling are pretty awesome and can really boost your mental, emotional, and physical well-being. A few of those benefits are listed below.

- Stress Reduction: Journaling provides a safe outlet for expressing emotions and processing stressful experiences. By putting thoughts and feelings onto paper, individuals can release tension and gain perspective, leading to reduced feelings of anxiety and overwhelm.
- Clarity and Self-Reflection: Writing down thoughts and feelings can bring clarity to complex emotions and situations. Journaling allows individuals to explore their innermost thoughts, leading to greater self-awareness, understanding, and insight into their own behavior and motivations.
- Emotional Healing and Processing: Reflective journaling enables individuals to work through past traumas or difficult experiences. By putting experiences into words, individuals can validate their emotions, gain closure, and promote emotional healing and growth.
- Goal Setting and Achievement: Journaling can help individuals clarify their goals, set intentions, and track their progress over time. By regularly writing down goals, action plans, and milestones, individuals can stay focused, motivated, and accountable, increasing their likelihood of success.
- Improved Mental Health and Well-being: Regular journaling has been linked to improved mood, increased self-esteem, and reduced symptoms of depression and anxiety. By engaging in self-expression and self-reflection, individuals can boost their overall mental health and well-being, leading to a greater sense of fulfillment and life satisfaction.

