



HOW TO RUN YOUR DAY *Without It Running You*

with Executive Coach & Leadership Mentor

Dr. Crystal Frazee

W E L C O M E

Hi There!

I know how frustrating it can feel to never have enough time for all that's on your plate.

I've been there myself as a business owner, mother to two littles, and caregiver without any family support. The strategies I'm sharing in this training have helped me and countless clients over the past decade ease "time stress" and feel like we are in the driver's seat of our daily schedule and lives in general.

Other trainings tend to focus on productivity and time management strategies, but you are smart and resourceful and have already tried that.

I genuinely hope this training, that gives you a tiny taste of my Somatic Attunement Method™ and how powerful listening to your body's messages can be, delivers many ah-has and practical shifts in how you manage your day to day life in new ways.

Thank you for taking your precious time to learn from me and for trusting me to be your guide. I consider it a privilege.

Dr. Crystal Frazee

ABOUT ME

I'm an Executive & Leadership Mentor for high-performing professional women guiding them to sustainable career and life satisfaction. My approach, the Somatic Attunement Method™, results from my combined expertise over 15 years in women's integrative health, somatic psychology, and embodied leadership. My first book, "REVIVE: The Working Woman's Unexpected Guide to Recovering from Burnout," will be available in 2023.



STEP 1: SET YOUR INTENTION

Complete these 3 simple steps to set your powerful intention for the day.



01 Write down your intention word of the day. It can be how you want to feel physically, emotionally, or mentally (i.e. grounded).

02 Write the phrase, "Today, I commit myself to" and complete the sentence. This is HOW you will achieve your intention for the day.

03 Add specifics! What is the schedule, frequency, and/or duration you'll complete this action (i.e. 3x/day, for 1 minute each)?

STEP 2: AUDIT YOUR DAY

Take a big picture look at your day before it starts and make any tweaks that will help you to fulfill your intention.

What's your first impression of your schedule for today?

What sensations do you feel in your body and where are they located?

Is there enough transition time between scheduled activities?

Transition time is to wrap up action items and recover from stress.

Do you have undisturbed, focused time to complete work?

How will you create and use white space today?

Write something specific you will do during these short 'breaks'.

CALM YOUR CALENDAR SCORING

“If we hope to go anywhere or develop ourselves in any way, we can only step from where we are standing. If we don’t really know where we are standing, we may only go in circles.” Jon Kabat-Zinn



Scoring helps you know your starting point so you can track your progress!

Add up your total score by combining scores from all three sections
(0= none at all. 1= some, but not enough. 2= adequate amount).

5-6 Beautiful job! You’ve obviously developed good skills that keep you productive and help you sustain your pace. Choose which item in the audit you want to focus even further.

3-4 You clearly have supportive strategies in place that will be more powerful once you refine even more. Choose which shifts will get your score up to a 5 or 6 and you’ll notice a huge difference in how you feel.

1-2 You have the potential to boost your productivity and feel more in control of your daily experience with small tweaks! What an exciting opportunity. Make a specific plan for increasing your audit score over the rest of this week and you’ll feel more satisfied and in control.

STEP 3: KNOW HOW TO REGULATE

You need simple options to calm your nerves and feel grounded anytime, anywhere with ease.

How do you feel before doing the 3-part breathing practice?

Describe what emotions and physical sensations you feel in your body.

3-Part Breathing Practice

- Pelvis (relax the belly, breathe deeply, as low as you can)
- Heart (in 360 degrees)
- Crown (Pause at the top of your inhale)

Notes:

How did you feel after the practice?

When will you do this practice in your daily routine?

Write 5 ideas below for when you might benefit from the practice.



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