

Time Management Resiliency Intensive

Sobriety & Resilience · The Recovery Files

Now That You're Sober — How Will You Invest Your Time?

From Surviving Time to Investing It — The Recovery Files

Surviving · Reactive, chaotic, avoidant · Investing · Intentional, balanced, purposeful

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Each reading is followed by its check-in questions and exercises, in the same order as the app. Your scored results are shown in the app.

PART 1 OF 4 · READING

Time Is the Currency of Recovery — How Are You Spending It?

In active addiction, time was something that happened to you. Days blurred. Weeks vanished. Months and years disappeared into the vortex of using, recovering from using, planning the next use, and managing the consequences. You were not managing time — time was being consumed by the disease, and whatever was left over was spent on the bare minimum of survival.

Sobriety gives you time back. This is one of the most extraordinary and underappreciated gifts of recovery. You get your hours back. Your mornings. Your evenings. Your weekends. The cognitive capacity that was devoted to the logistics of addiction is freed. The physical energy that was depleted by substances begins to return. For the first time in years — maybe decades — you have a full 24 hours in each day that are actually available to you.

And this is precisely where many people in sustained recovery get stuck. Because having time and knowing what to do with it are two very different things.

In early recovery, the time structure is often provided for you. Treatment centers have schedules. Intensive outpatient programs have sessions. You are told to go to 90 meetings in 90 days. You meet with your sponsor. You have therapy appointments. The structure is external, and it fills the dangerous void that used to be occupied by substances. This structure is lifesaving.

And at twelve months and beyond, much of it begins to fall away — not because it is no longer important, but because the crisis-level scaffolding is no longer appropriate for the building phase. This transition — from externally structured time to self-directed time — is one of the most underestimated challenges of sustained recovery.

Suddenly, you are responsible for deciding how to spend your hours. And if you have not developed the skills, habits, and self-awareness to make those decisions intentionally, you will default to one of several patterns that are very familiar to people in recovery.

The first default is chaos. Without external structure, your days become reactive — responding to whatever is loudest, most urgent, or most immediately gratifying. You live in crisis mode not because there are actual crises, but because that is the nervous system setting you operated in during active addiction. Your brain is wired for urgency, and it will create urgency even where none exists.

The second default is busyness as a replacement addiction. The uncomfortable feelings that emerge in quiet moments — feelings that used to be numbed by substances — now surface whenever you slow down. The solution? Never slow down. Fill every moment with activity, obligation, productivity, or distraction. You are not using substances, but you are using busyness for the same purpose: to avoid feeling what needs to be felt.

The third default is stagnation. You are sober, you are stable, and you have stopped growing. Your days look the same week after week. You go to work, come home, watch television, go to bed. You attend meetings but go through the motions. You are not in crisis, but you are not building anything either. You are existing, not living. And over time, the gap between the life you

have and the life you want becomes a source of quiet desperation that is itself a relapse risk.

The fourth default is procrastination — the specific, insidious form of avoidance that delays the tasks and experiences that would actually improve your life. You know you need to address your finances. You know you should apply for that job. You know you need to have that conversation with your family member. But day after day, the comfortable present wins over the uncomfortable-but-important future. And months pass with the same items on the to-do list.

None of these defaults is a character flaw. They are predictable patterns that emerge when a recovering brain — wired for instant gratification, crisis response, and avoidance — meets the open landscape of self-directed time.

The solution is not willpower. It is skill-building: developing the specific, practical abilities to manage time intentionally in a way that supports both your recovery and your growth. That is what this intensive is designed to help you do: move from surviving your time to investing it — building a life that is not just sober, but purposeful, balanced, and directed toward the person you are becoming.

Reflection Questions

1. Which of the four defaults — chaos, busyness-as-addiction, stagnation, or procrastination — best describes your current relationship with time? Be honest.

2. How did your relationship with time change when you got sober? What did you gain? What new challenges emerged?

3. If you tracked every hour of your last week, would you be proud of how your time was spent? What would concern you?

4. What are you building with your time right now — specifically? If the answer is "nothing new," what does that mean for your recovery?

5. On a scale of 1-10, how intentionally are you managing your time? What would it take to move two points higher?

CHECK YOURSELF · CHECK-IN 1 OF 6

Priorities & Clarity

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I have a clear understanding of my priorities in recovery — what matters most and what matters less — and I use those priorities to guide how I spend my time

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. I can distinguish between what is truly urgent and what merely feels urgent, and I allocate my time accordingly

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. I have identified the activities and relationships that most support my sustained recovery and I protect time for them

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. I have specific, meaningful goals beyond staying sober — personal growth, career, relationships, health — and I am actively working toward them

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. I regularly review and adjust my priorities as my recovery evolves rather than operating on autopilot

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. I can say with confidence that how I spend my average week reflects what I claim is most important to me

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. I have moved beyond survival-mode time management (just getting through the day) to intentional, purpose-driven time management

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. I know the difference between being busy and being productive, and I am honest about which one describes my daily life

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

YOUR EXERCISE

Time Pattern Explorer

Mapping Your Relationship with Time

Name It to Change It

'I'm bad at time management' is vague and useless. 'I procrastinate on uncomfortable tasks by scrolling my phone, and I overcommit because I can't say no' is specific and actionable. Select the patterns you recognize in yourself.

Procrastination 8 specific patterns →

☐ Task Avoidance ☐ Perfectionism Paralysis ☐ Fear-Based Delay ☐ Comfort Addiction ☐ Decision Fatigue ☐ Overwhelm Freeze ☐ Last-Minute Rush ☐ Starting Without Finishing

Overcommitment 8 specific patterns →

☐ People-Pleasing Yes ☐ Savior Complex ☐ Fear of Missing Out ☐ Inability to Say No ☐ Guilt-Driven Commitments ☐ Identity Through Busyness ☐ Compulsive Volunteering ☐ Boundary Failure

Distraction 8 specific patterns →

☐ Phone/Social Media ☐ Internet Rabbit Holes ☐ Smile Seeking ☐ Other People's Problems ☐ Busywork Disguised as Work ☐ Channel Surfing/Streaming ☐ Rumination Loops ☐ Fantasy/Daydreaming

Neglected Priorities 8 specific patterns →

☐ Recovery Maintenance ☐ Physical Health ☐ Relationships ☐ Financial Planning ☐ Career Development ☐ Spiritual Practice ☐ Creative Expression ☐ Fun and Play

Chaos & Crisis 8 specific patterns →

☐ Living in Reactive Mode ☐ Poor Planning ☐ Chronic Lateness ☐ Financial Emergencies ☐ Relationship Fires ☐ Health Crises ☐ Employment Instability ☐ Adrenaline Addiction

Rigidity & Control 8 specific patterns →

☐ Overscheduling ☐ Anxiety-Driven Planning ☐ Inability to Relax ☐ Guilt During Downtime ☐ Punishing Self-Discipline ☐ Black-and-White Scheduling ☐ No Room for Spontaneity ☐ Productivity Obsession

Time Pattern Reflection

1. Which core category has the most patterns selected? What does this tell you about your primary time management challenge?

2. How are your time patterns connected to your addiction patterns? Where do you see the same avoidance, compulsiveness, or chaos operating?

3. Which specific pattern is most destructive to your daily life right now?

4. Which pattern, if changed, would have the greatest positive ripple effect across your recovery, relationships, and goals?

5. Are any of your time patterns actually serving you well despite being listed as problems? (Some "busyness" is meaningful; some "rigidity" is healthy structure.) Distinguish between what needs to change and what needs to be kept.

YOUR EXERCISE

Recovery Time Audit

Where Are Your 168 Hours Actually Going?

You Have 168 Hours Per Week

Everyone gets the same 168 hours per week. The question is not whether you have enough time — it is whether you are investing the time you have in activities that align with your values, support your recovery, and build the life you want. This audit makes your actual time use visible.

Morning routine (wake → leave for work/obligations)

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Commute / transitions

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Work / primary obligations

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Recovery activities (meetings, therapy, step work)

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Family / relationship time

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Meals (preparation and eating)

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Exercise / physical activity

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Personal development (reading, learning, creative work)

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Screens (phone, TV, social media, gaming)

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Spiritual / reflective practice

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Socializing / community

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Rest / sleep

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Household responsibilities

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Unstructured / idle time

Estimated hours per week spent on this:

Is this the right amount? Too much, too little, or about right?

What would the ideal amount look like? What needs to change?

Time Audit Summary

1. Do your hours add up to roughly 168? If significantly under, where is the unaccounted time going? If over, where are you overestimating?

2. What is the biggest gap between how you are spending your time and how you want to be spending it?

3. Which time category most directly supports your sustained recovery? Are you investing enough in it?

4. If you could redistribute 10 hours per week, where would you take them FROM and where would you put them?

YOUR EXERCISE

Eisenhower Matrix Builder

Sorting Your Life by What Actually Matters

The Matrix That Changes Everything

President Eisenhower said: 'What is important is seldom urgent, and what is urgent is seldom important.' Most people spend their lives reacting to urgency while the important things — the things that actually build a meaningful life — are perpetually postponed. Recovery itself was once a Quadrant 2 activity that was ignored until it became a Quadrant 1 crisis.

Quadrant 1: Urgent + Important

Crises, hard deadlines, emergencies. Must be handled. But a life dominated by Q1 is exhausting.

List the activities from your current life that belong in this quadrant:

What percentage of your typical week is spent in this quadrant?

Should this percentage increase, decrease, or stay the same? What specific change would you make?

Quadrant 2: Not Urgent + Important

THIS IS WHERE YOUR LIFE IS BUILT. Recovery maintenance, relationship building, health, financial planning, personal development, prevention.

List the activities from your current life that belong in this quadrant:

What percentage of your typical week is spent in this quadrant?

Should this percentage increase, decrease, or stay the same? What specific change would you make?

Quadrant 3: Urgent + Not Important

Other people's priorities, unnecessary meetings, most interruptions. Feels urgent but doesn't advance YOUR goals.

List the activities from your current life that belong in this quadrant:

What percentage of your typical week is spent in this quadrant?

Should this percentage increase, decrease, or stay the same? What specific change would you make?

Quadrant 4: Not Urgent + Not Important

Mindless scrolling, excessive TV, busywork, time-killers. Small amounts = rest. Large amounts = avoidance.

List the activities from your current life that belong in this quadrant:

What percentage of your typical week is spent in this quadrant?

Should this percentage increase, decrease, or stay the same? What specific change would you make?

Matrix Summary

1. What percentage of your week is spent in Quadrant 2 (Not Urgent + Important)? Research suggests this should be 40-60% for optimal life satisfaction and growth. How far off are you?

2. Which Quadrant 2 activity — if you consistently invested time in it — would most transform your life in recovery over the next year?

3. What Quadrant 3 or Quadrant 4 activity can you reduce or eliminate this week to make room for more Quadrant 2 time?

4. Write a matrix commitment: "This week, I will spend at least [X hours] on [specific Q2 activity] by reducing [specific Q3/Q4 activity]."

PART 2 OF 4 · READING

Procrastination and Addiction: The Same Brain, Different Drug

If procrastination were simply a time management problem, it would be solved by better planners, tighter schedules, and stronger willpower. The fact that millions of people — many of them highly intelligent and capable — struggle with procrastination despite having every tool and system available tells us that the problem is not about planning. It is about emotional regulation.

And for people in recovery, understanding this connection is not academic — it is essential.

Procrastination is the act of delaying a task despite knowing that the delay will make things worse. This is the critical feature: you know the delay is harmful, and you do it anyway. Sound familiar? That is the same structure as addiction: engaging in a behavior despite knowledge of negative consequences, because the behavior provides short-term emotional relief that outweighs the long-term cost — in the moment.

Dr. Timothy Pynchyl's research at Carleton University has demonstrated that procrastination is fundamentally a mood regulation strategy. When you face a task that triggers an unpleasant emotion — anxiety, boredom, frustration, self-doubt, fear of failure, overwhelm — your brain seeks immediate relief from that emotion. Procrastination provides that relief by replacing the uncomfortable task with a more comfortable activity.

The relief is temporary, the consequences accumulate, and the pattern repeats. This is the same cycle that drives substance use: discomfort → avoidance behavior → temporary relief → increased consequences → increased discomfort.

The neuroscience underscores the connection. Both procrastination and addiction involve the same brain circuits — specifically, the limbic system (which drives immediate emotional responses and pleasure-seeking) overriding the prefrontal cortex (which handles planning, decision-making, and long-term consequences).

In addiction, the limbic system says "use now, deal with the consequences later." In procrastination, the limbic system says "avoid now, deal with the consequences later." The drug is different — a substance versus a distraction — but the neural mechanism is identical.

This is why people in recovery are often world-class procrastinators. Your brain has been trained, over years of addiction, to prioritize immediate emotional relief over long-term wellbeing. That training does not disappear when you stop using substances. It generalizes to every other area of life where short-term comfort competes with long-term benefit: exercise (uncomfortable now, beneficial later), difficult conversations (uncomfortable now, relationship-building later), financial planning (boring now, security later), career development (effortful now, fulfilling later).

The practical implications are profound. First, stop treating procrastination as a moral failing. It is a neurological pattern that your addiction trained into your brain. Second, recognize that the strategies that help with procrastination are the same strategies that help with addiction recovery: awareness (recognizing when the pattern is activating), pause (creating a gap between impulse and action), choice (consciously selecting the long-term benefit over the short-term

comfort), and practice (repeating the new pattern until it becomes more automatic).

Third, understand that forgiveness is essential. Just as relapse is not the end of recovery, a day of procrastination is not the end of progress. What matters is the pattern over time: are you gradually building the capacity to choose discomfort in service of growth? If the trend line is positive, you are succeeding — even if individual days are messy.

The most powerful reframe available to you is this: every time you choose to do something uncomfortable instead of avoiding it, you are practicing the same skill that keeps you sober. Every task you start instead of delaying strengthens the same neural pathway that says "I can tolerate discomfort for something better."

Time management is recovery practice. Procrastination recovery is addiction recovery. They are the same muscle.

Reflection Questions

1. Does the connection between procrastination and addiction resonate with your experience? Where do you see the same pattern operating in both?

2. What emotions are you most likely to avoid through procrastination? (Anxiety? Boredom? Fear of failure? Overwhelm?) Are these the same emotions your substance use was managing?

3. Identify one task you are currently procrastinating on. What is the uncomfortable emotion attached to it? Can you name it with precision?

4. How does reframing procrastination as "emotional regulation" rather than "laziness" change how you approach it? Does it reduce shame?

5. If every time you overcome procrastination you are strengthening the same neural pathway that supports your sobriety, how does that change the stakes of daily task completion?

CHECK YOURSELF · CHECK-IN 2 OF 6

Procrastination & Avoidance

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I frequently delay important tasks in favor of easier, more comfortable, or less meaningful activities

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. I wait until the last minute to complete important obligations, creating unnecessary stress and compromised quality

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. I use distraction — phone, internet, television, socializing — to avoid facing tasks that feel overwhelming or uncomfortable

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. I tell myself I will "feel more like it later" and use that as justification for not starting now

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. I struggle to begin tasks even when I know they are important and even when the delay is causing me harm

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. I procrastinate specifically on recovery-related activities — journaling, step work, difficult conversations — despite knowing they matter

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. My procrastination patterns are similar to my addiction patterns: choosing short-term comfort over long-term wellbeing

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. I recognize that procrastination is an emotional regulation problem, not a time management problem — I avoid tasks that trigger anxiety, boredom, or self-doubt

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

YOUR EXERCISE

Procrastination Inventory

What Are You Avoiding — and What Emotion Is Driving the Avoidance?

Procrastination = Emotional Avoidance

Every item on this inventory has an emotion attached to it. You are not procrastinating because of the task itself — you are procrastinating because of how the task makes you FEEL. Identifying the feeling is the key to breaking the pattern.

Procrastination Pattern #1

What are you procrastinating on? (Be specific)

How long have you been putting this off?

What emotion does this task trigger? (Anxiety? Boredom? Fear of failure? Overwhelm? Shame? Self-doubt?)

What do you DO instead of this task? (What is your go-to avoidance behavior?)

What is the cost of continuing to avoid this? What gets worse the longer you wait?

What is the SMALLEST possible first step you could take — something that would take less than 5 minutes?

Procrastination Pattern #2

What are you procrastinating on? (Be specific)

How long have you been putting this off?

What emotion does this task trigger? (Anxiety? Boredom? Fear of failure? Overwhelm? Shame? Self-doubt?)

What do you DO instead of this task? (What is your go-to avoidance behavior?)

What is the cost of continuing to avoid this? What gets worse the longer you wait?

What is the SMALLEST possible first step you could take — something that would take less than 5 minutes?

Procrastination Pattern #3

What are you procrastinating on? (Be specific)

How long have you been putting this off?

What emotion does this task trigger? (Anxiety? Boredom? Fear of failure? Overwhelm? Shame? Self-doubt?)

What do you DO instead of this task? (What is your go-to avoidance behavior?)

What is the cost of continuing to avoid this? What gets worse the longer you wait?

What is the SMALLEST possible first step you could take — something that would take less than 5 minutes?

Procrastination Pattern #4

What are you procrastinating on? (Be specific)

How long have you been putting this off?

What emotion does this task trigger? (Anxiety? Boredom? Fear of failure? Overwhelm? Shame? Self-doubt?)

What do you DO instead of this task? (What is your go-to avoidance behavior?)

What is the cost of continuing to avoid this? What gets worse the longer you wait?

What is the SMALLEST possible first step you could take — something that would take less than 5 minutes?

Procrastination Pattern #5

What are you procrastinating on? (Be specific)

How long have you been putting this off?

What emotion does this task trigger? (Anxiety? Boredom? Fear of failure? Overwhelm? Shame? Self-doubt?)

What do you DO instead of this task? (What is your go-to avoidance behavior?)

What is the cost of continuing to avoid this? What gets worse the longer you wait?

What is the SMALLEST possible first step you could take — something that would take less than 5 minutes?

Procrastination Inventory Summary

1. Looking at your five items, what is the most common emotion driving your procrastination? Is it the same emotion your substance use managed?

2. Which procrastinated task, if completed, would have the biggest positive impact on your life and recovery?

3. What is the smallest step from your inventory that you can commit to completing TODAY — within the next 2 hours?

4. Write a procrastination interruption plan: "When I notice myself avoiding [task], I will recognize that I am feeling [emotion], and I will take [smallest step] instead of [avoidance behavior]."

PART 3 OF 4 · READING

The Busyness Trap: When Productivity Becomes the New Addiction

There is a particular form of relapse that does not involve any substance. It does not register on a drug test. It does not violate the terms of probation or treatment. It is, in fact, often celebrated by family, employers, and even recovery communities.

It is the addiction to busyness — the compulsive filling of every available moment with activity, productivity, and obligation until there is no space left for the uncomfortable work of actually being alive.

Busyness as a replacement addiction is particularly dangerous because it looks like success. The person who works sixty hours a week, attends four meetings, sponsors three people, volunteers at the treatment center, exercises daily, and maintains an active social calendar appears to be thriving. They are congratulated. They are held up as an example.

And inside, they are running from the same things they used to run from with substances — except now the vehicle is a packed schedule instead of a bottle.

The diagnostic question is simple: What happens when you stop? If slowing down, sitting still, or having an unscheduled afternoon produces anxiety, restlessness, guilt, or a frantic need to "do something," then busyness is not serving you — it is managing you. You are not choosing activity because it is meaningful. You are choosing activity because the alternative — stillness, quiet, the full experience of being present with yourself — is intolerable.

This pattern has specific costs that are often invisible until they become crises.

The first cost is physical. Chronic busyness produces chronic stress, which produces elevated cortisol, compromised immune function, disrupted sleep, cardiovascular strain, and accelerated aging. Your body does not distinguish between "productive stress" and "destructive stress" — it experiences both as threat, and it responds accordingly. The recovery brain, already undergoing massive neurological repair, needs rest to heal. Denying it that rest through compulsive activity is like running a marathon on a broken leg and calling it fitness.

The second cost is relational. Busyness makes you physically present but emotionally unavailable. You are in the room but not in the conversation. You are at dinner but checking your phone. You are with your family but mentally rehearsing tomorrow's schedule. The people who love you learn that they have access to your body but not your attention, your time but not your presence. This is exactly what they experienced during your active addiction — and the impact is similar.

The third cost is spiritual and psychological. Every wisdom tradition in human history — and a growing body of neuroscience research — affirms that human beings require periods of stillness, reflection, and unstructured time for psychological health. Creativity requires space.

Self-awareness requires quiet. Integration of experience requires rest. When you eliminate all unstructured time from your life, you eliminate the conditions under which genuine growth, insight, and healing occur.

The fourth and most direct cost is recovery itself. The 12-step tradition speaks of "restless, irritable, and discontent" as the emotional state that precedes relapse. Chronic busyness produces exactly this state — a perpetual low-grade agitation masked by productivity but never resolved. When the busyness finally fails — when you get sick, lose a job, or simply burn out — the unprocessed emotions are all still there, stronger than ever, and the only coping mechanism you have practiced is avoidance.

The antidote to busyness addiction is not laziness. It is intentionality. It is the deliberate, conscious choice to schedule rest, to protect unstructured time, to practice stillness, and to evaluate each commitment against the question: "Am I doing this because it is meaningful, or because I am afraid of what happens if I stop?"

In recovery, you learned that removing a substance is necessary but not sufficient — you must build a new way of living. The same is true for busyness. Removing compulsive activity is necessary but not sufficient. You must build a new relationship with time — one that includes both purposeful action and genuine rest, both productivity and presence, both doing and being.

Reflection Questions

1. Do you recognize yourself in the description of busyness as a replacement addiction? What happens when you have genuinely free, unstructured time?

2. When was the last time you sat still — truly still, with no screen, no task, no agenda — for thirty minutes? What happened? What did you feel?

3. Evaluate your current schedule: how much of it is driven by genuine meaning and how much is driven by avoidance of stillness?

4. Who has told you that you are "too busy" or "never available"? Were they right? What were you avoiding by being unavailable?

5. What would a healthy relationship with rest look like for you? What would it require you to give up or tolerate?

CHECK YOURSELF · CHECK-IN 3 OF 6

Boundaries & Work-Life Balance

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I am able to say "no" to requests or invitations that do not align with my priorities, values, or recovery needs
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
2. I maintain clear boundaries between work time, personal time, recovery time, and rest — and I protect those boundaries
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
3. I do not regularly sacrifice sleep, exercise, meals, or recovery activities to meet the demands of work or other obligations
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
4. I allocate time for activities that bring me joy, creativity, and fulfillment — not just responsibilities and obligations
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
5. I can be fully present in one area of my life without being mentally consumed by another area
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
6. I recognize when I am approaching burnout and I take preventive action rather than pushing through until I crash
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
7. I do not use busyness as a replacement addiction — filling every moment with activity to avoid sitting with myself
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
8. My schedule includes genuine rest — not just "less activity" but actual restoration — and I do not feel guilty about it
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CHECK YOURSELF · CHECK-IN 4 OF 6

Self-Care & Recovery Integration

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I consistently prioritize sleep, nutrition, and physical movement as non-negotiable elements of my daily schedule
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
2. I maintain regular attendance at recovery meetings, therapy, or other support activities without letting them slip when life gets busy
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
3. I have scheduled time for spiritual or reflective practices — meditation, prayer, journaling — and I protect that time
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
4. I engage in hobbies, creative pursuits, or leisure activities that restore my energy and bring genuine enjoyment
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
5. I schedule and attend regular medical, dental, and mental health appointments as part of ongoing self-maintenance
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
6. I invest time in my important relationships — not just maintaining them but actively building and deepening them
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
7. I take breaks during my day and schedule transition time between activities rather than racing from one commitment to the next
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
8. I recognize that self-care is not selfish — it is the foundation upon which sustained recovery and all other productivity depends
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

YOUR EXERCISE

Time Boundary Planner

Protecting Your Time Is Protecting Your Recovery

Your Time Has a Fence — or It Doesn't

Without time boundaries, your hours are public property. Anyone can claim them. Any distraction can consume them. Any crisis can commandeer them. Boundaries are the fences that protect your most valuable resource from being spent on things that do not align with your recovery and your growth.

Work Hours

THE THREAT

Work creeping into recovery time, family time, or rest

SAMPLE BOUNDARY SCRIPT

"I leave work at [time]. After that, I am not available unless it is a genuine emergency."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

Recovery Time

THE THREAT

Skipping meetings, therapy, or self-care when life gets busy

SAMPLE BOUNDARY SCRIPT

"My recovery appointments are non-negotiable. I schedule everything else around them, not the other way around."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

Screen Time

THE THREAT

Losing hours to phone, social media, news, or entertainment

SAMPLE BOUNDARY SCRIPT

"I set a daily screen limit of [X hours]. After that, the phone goes in another room."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

Other People's Emergencies

THE THREAT

Absorbing others' crises as your own and abandoning your priorities

SAMPLE BOUNDARY SCRIPT

"I can support you, but I cannot rescue you. What I can offer right now is [specific, bounded offer]."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

Rest & Downtime

THE THREAT

Feeling guilty during rest or filling rest with low-quality activity

SAMPLE BOUNDARY SCRIPT

"Rest is a recovery requirement, not a luxury. I schedule it and protect it like any other commitment."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

Saying No

THE THREAT

Overcommitting because of guilt, people-pleasing, or fear of missing out

SAMPLE BOUNDARY SCRIPT

"I appreciate you thinking of me, but I need to pass on this. My schedule is committed to my priorities right now."

Where is this boundary currently being violated in your life? What is the cost?

Write YOUR boundary statement — in your words, for your specific situation:

YOUR EXERCISE

Energy Management Map

Matching Your Tasks to Your Energy — Not Just Your Schedule

Time ≠ Energy

You can have 3 hours of free time but zero energy to use them well. Effective time management requires matching the difficulty and importance of tasks to the periods when you have the energy to do them justice. Scheduling hard work during your energy peaks and routine tasks during your valleys dramatically increases both productivity and satisfaction.

Early Morning (5-8 AM)

Typical pattern: Energy rising, mind clearing, few interruptions

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Mid-Morning (8-11 AM)

Typical pattern: Peak cognitive energy for most people

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Midday (11 AM-1 PM)

Typical pattern: Energy often dips; lunch, transitions

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Early Afternoon (1-3 PM)

Typical pattern: Common energy slump; post-lunch fatigue

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Late Afternoon (3-5 PM)

Typical pattern: Second wind for some; declining for others

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Evening (5-8 PM)

Typical pattern: Transition to personal time; energy varies widely

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Night (8-10 PM)

Typical pattern: Wind-down; creative energy for some, exhaustion for others

Your energy level during this block (1 = depleted, 5 = peak energy):

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

What do you currently DO during this time block?

What SHOULD you be doing during this block based on your energy level? (Hard tasks at peaks, routine at valleys)

Energy Map Summary

1. When is your peak energy? Are you currently using that time for your most important, challenging work — or wasting it on routine tasks?

2. When is your lowest energy? What activities are appropriate for that time? Are you currently trying to do high-energy work during low-energy periods?

3. What one scheduling change — moving one activity to a better energy match — would most improve your daily experience?

4. How does your recovery affect your energy patterns? (Meetings, exercise, sleep quality, medication, nutrition) What adjustments would support better energy throughout the day?

PART 4 OF 4 · READING

Intentional Time: Building a Life Worth Being Sober For

The ultimate purpose of time management in recovery is not productivity. It is not efficiency. It is not checking items off a list or optimizing your schedule to squeeze more output from every hour.

The ultimate purpose is this: building a life that is so meaningful, so engaging, and so aligned with your values that sobriety is not a sacrifice but a foundation.

This is the concept of "recovery capital" — the total set of resources, relationships, experiences, and structures that support sustained recovery. Time is the raw material from which recovery capital is built. Every hour you invest in a supportive relationship, a meaningful skill, a healthy habit, a creative pursuit, a career that engages you, or a spiritual practice that grounds you adds to your recovery capital.

And the more recovery capital you accumulate, the more resilient your recovery becomes — not because you have more willpower, but because you have more to lose and more reasons to stay.

Intentional time management begins with a question that most time management systems skip entirely: What kind of life am I building? Not "What do I need to get done today?" but "What am I creating with the limited, non-renewable resource of my time?" The first question leads to task completion. The second leads to life design.

Life design in recovery requires you to think in concentric circles of time.

The innermost circle is daily: What practices, routines, and habits do I maintain every single day to protect my sobriety, my health, and my wellbeing? This circle is non-negotiable. It includes sleep, nutrition, movement, connection, and some form of recovery practice. Everything else in your schedule must work around this circle, not compete with it.

The second circle is weekly: What commitments, activities, and relationships do I invest in each week to build the life I want? This includes work, meetings, therapy, quality time with family and friends, and dedicated time for personal projects or development. The weekly circle is where most of your growth happens — in the repeated, consistent investment of time in activities that compound over months and years.

The third circle is quarterly and annual: What bigger goals am I pursuing? What milestones am I working toward? What new skills, experiences, or directions am I exploring? This circle provides direction and prevents the stagnation that occurs when daily and weekly routines become ruts. It is the circle that asks: Am I still growing, or have I plateaued?

The Eisenhower Matrix provides a useful framework for classifying how you spend time within these circles. Every activity falls into one of four quadrants based on urgency and importance:

Quadrant 1 (Urgent + Important): Crises, deadlines, emergencies. You must deal with these, but a life dominated by Quadrant 1 is a life in perpetual crisis mode — exhausting and unsustainable.

Quadrant 2 (Not Urgent + Important): This is the quadrant that builds your life. Exercise, relationship building, financial planning, career development, recovery maintenance, personal

growth, prevention. These activities are never urgent until they become crises (through neglect). Intentional time management means systematically investing in Quadrant 2 before it becomes Quadrant 1.

Quadrant 3 (Urgent + Not Important): Interruptions, other people's emergencies, unnecessary meetings, most emails and calls. These feel urgent but do not advance your goals or values. Learning to recognize and reduce Quadrant 3 activities is one of the most powerful time management skills.

Quadrant 4 (Not Urgent + Not Important): Mindless scrolling, excessive television, gossip, busywork, time-killing activities. These are the fillers that occupy space when you don't have intentional plans. Small amounts are fine as rest. Large amounts indicate avoidance.

The practical reality of intentional time management is that it requires daily, weekly, and periodic review. It requires the humility to admit when your time use is not aligned with your values. It requires the courage to say no to things that do not serve your growth. And it requires the patience to persist in building something meaningful when the results are not immediately visible.

Recovery gave you your time back. Intentional time management ensures that the gift is not wasted — that the hours, days, and years of sobriety become the raw material for a life that makes every moment of the struggle worth it.

Reflection Questions

1. Which of the three time circles — daily, weekly, or quarterly — is most neglected in your current life? What is the consequence of that neglect?

2. Map your typical week across the Eisenhower Matrix. What percentage of your time falls into each quadrant? What does this reveal?

3. What Quadrant 2 activities (important but not urgent) are you consistently neglecting? What will happen if you continue to neglect them for another year?

4. What is the life you are building with your time? Can you describe it specifically? Or are you operating without a clear vision?

5. How much "recovery capital" have you accumulated since getting sober? What forms does it take? Where are the gaps?

CHECK YOURSELF · CHECK-IN 5 OF 6

Structure & Planning

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I use a consistent system — calendar, planner, app, or written list — to track commitments, deadlines, and goals

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. I plan my weeks in advance rather than facing each day reactively without a clear sense of what needs to happen

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. I break large goals and tasks into smaller, manageable steps and schedule specific time to work on them

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. I have established daily routines that support my recovery, health, and productivity without requiring constant decision-making

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. I build buffer time into my schedule for unexpected events, transitions, and rest rather than packing every minute

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. I review my schedule regularly — daily and weekly — to ensure I am on track and to make adjustments as needed

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. I schedule recovery activities (meetings, therapy, step work, self-care) with the same commitment as work obligations

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. My planning system is simple enough that I actually use it consistently rather than creating elaborate systems I abandon

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CHECK YOURSELF · CHECK-IN 6 OF 6

Growth Momentum & Future Orientation

Scale: 1 = Not at all · 2 = A little · 3 = Somewhat · 4 = Quite a bit · 5 = Very much

1. I am actively investing time in personal development — learning new skills, reading, taking courses, pursuing growth opportunities

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. I have identified long-term goals (1-5 years) that excite me and I dedicate regular time to working toward them

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

3. I address important-but-not-urgent tasks (financial planning, education, relationship building, health optimization) before they become crises

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. I invest time in my career or vocation with the same intentionality I bring to my recovery

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. I periodically assess whether my current time use is building the life I want or maintaining a life I have settled for

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. I take calculated risks with my time — trying new things, pursuing meaningful challenges — rather than only doing what is comfortable and familiar

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. I balance present-moment enjoyment with future-oriented investment, neither sacrificing today for tomorrow nor tomorrow for today

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. I approach time as a limited resource that deserves the same intentional stewardship I bring to my sobriety

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

YOUR EXERCISE

Recovery Routine Designer

Building the Daily Structure That Sustains Your Growth

Routines Free Your Brain

Research shows that 43% of daily behavior is habitual. When recovery-supportive activities become habitual — automatic routines that don't require daily decision-making — they are far more likely to be sustained. Design your routines once, practice them consistently, and they become the autopilot that keeps your life on course.

Morning Routine

What does your CURRENT morning routine look like? Describe it step by step.

What is MISSING from this routine that would support your recovery, health, or growth?

Design your IDEAL morning routine — step by step, with approximate times. Make it realistic and sustainable.

Midday / Work Transition

What does your CURRENT midday / work transition look like? Describe it step by step.

What is MISSING from this routine that would support your recovery, health, or growth?

Design your IDEAL midday / work transition — step by step, with approximate times. Make it realistic and sustainable.

Evening Routine

What does your CURRENT evening routine look like? Describe it step by step.

What is MISSING from this routine that would support your recovery, health, or growth?

Design your IDEAL evening routine — step by step, with approximate times. Make it realistic and sustainable.

Weekly Anchors

What does your CURRENT weekly anchors look like? Describe it step by step.

What is MISSING from this routine that would support your recovery, health, or growth?

Design your IDEAL weekly anchors — step by step, with approximate times. Make it realistic and sustainable.

Routine Design Summary

1. Which routine — morning, midday, evening, or weekly — needs the most redesign? What one change would have the biggest impact?

2. What is one small addition to your morning routine that would set a better tone for your entire day?

3. How will you hold yourself accountable to your new routines during the first 30 days while they are still fragile?

4. Write a routine commitment: "For the next 30 days, I will practice my redesigned [routine] every day because [specific reason]."

YOUR EXERCISE

Goal-to-Schedule Translator

Turning Aspirations Into Calendar Commitments

A Goal Without a Schedule Is a Wish

Goals that are not scheduled are goals that are not pursued. 'I want to get in shape' is a wish. 'I exercise Monday/Wednesday/Friday from 6:30-7:15 AM at the gym' is a commitment. This exercise translates your most important goals into specific time commitments in your actual schedule.

Goal #1

What is the goal? (Be specific and measurable)

e.g., "Complete my GED by December" or "Have a savings account with \$1,000"

Why does this goal matter to your recovery and growth?

Connect it to your values and recovery...

Break it into 3-5 concrete steps:

Step 1: ... / Step 2: ... / Step 3: ...

WHEN will you work on this? (Specific days, times, and duration)

e.g., "Tuesdays and Thursdays, 7-8 PM after dinner"

What will try to derail this scheduled time? How will you protect it?

Anticipate the disruption and plan your defense...

How will you measure progress? What does "on track" look like at 30 days?

Define observable progress...

Goal #2

What is the goal? (Be specific and measurable)

e.g., "Complete my GED by December" or "Have a savings account with \$1,000"

Why does this goal matter to your recovery and growth?

Connect it to your values and recovery...

Break it into 3-5 concrete steps:

Step 1: ... / Step 2: ... / Step 3: ...

WHEN will you work on this? (Specific days, times, and duration)

e.g., "Tuesdays and Thursdays, 7-8 PM after dinner"

What will try to derail this scheduled time? How will you protect it?

Anticipate the disruption and plan your defense...

How will you measure progress? What does "on track" look like at 30 days?

Define observable progress...

Goal #3

What is the goal? (Be specific and measurable)

e.g., "Complete my GED by December" or "Have a savings account with \$1,000"

Why does this goal matter to your recovery and growth?

Connect it to your values and recovery...

Break it into 3-5 concrete steps:

Step 1: ... / Step 2: ... / Step 3: ...

WHEN will you work on this? (Specific days, times, and duration)

e.g., "Tuesdays and Thursdays, 7-8 PM after dinner"

What will try to derail this scheduled time? How will you protect it?

Anticipate the disruption and plan your defense...

How will you measure progress? What does "on track" look like at 30 days?

Define observable progress...

YOUR EXERCISE

Daily Time Check-In

7 Days of Time Awareness Practice

What Gets Measured Gets Managed

Awareness precedes change. This 7-day practice builds the habit of reflecting on how you used your time each day — celebrating your wins, identifying your patterns, and gradually increasing the intentionality with which you invest your hours.

Day 1

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 2

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 3

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 4

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 5

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 6

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

Day 7

Time intentionality score (1 = reactive/wasted, 5 = highly intentional)

☐ 1 Not at all ☐ 2 A little ☐ 3 Somewhat ☐ 4 Quite a bit ☐ 5 Very much

How intentionally did I use my time today? What went well?

Where did I lose time today? What was the distraction or avoidance?

Did I protect my recovery time, self-care, and rest today?

Did I procrastinate on anything? What emotion was driving it?

One thing I accomplished today that I am genuinely proud of:

7-Day Time Awareness Summary

1. Looking across seven days, what patterns do you see? When were you most intentional? When most reactive?

2. Did your time intentionality improve from Day 1 to Day 7? What changed?

3. What is your #1 time leak — the activity or pattern that consistently consumes time without producing value?

4. What will you carry forward from this 7-day practice? How will you maintain time awareness beyond this exercise?

YOUR EXERCISE

Intentional Time Blueprint

Your Comprehensive Plan for Investing Your Time in Recovery and Growth

From Awareness to Mastery

This final exercise synthesizes everything you have learned. It creates a concrete, actionable plan for how you will invest your time going forward — not a rigid schedule, but a flexible blueprint that ensures your hours serve your recovery, your values, and the life you are building.

Part 1: The Life I Am Building

1. Based on everything you have explored, describe the life you are building with your time. What does a purposeful, balanced, growth-oriented life in recovery look like for you specifically?

Envision your intentional life...

2. What are your three highest priorities in this season of your recovery? How should your time allocation reflect these priorities?

Envision your intentional life...

3. What will your life look like in three years if you invest your time intentionally? What will it look like if you continue your current patterns unchanged?

Envision your intentional life...

Part 2: My Top Three Time Changes

Time Change #1

What specific change am I making?

Be precise: more of X, less of Y...

Why does this change matter for my recovery and growth?

Connect it to your values...

How will I implement this change — what is the specific plan?

Days, times, systems, tools...

How will I know it is working? What evidence will I see?

Observable, measurable indicators...

Time Change #2

What specific change am I making?

Be precise: more of X, less of Y...

Why does this change matter for my recovery and growth?

Connect it to your values...

How will I implement this change — what is the specific plan?

Days, times, systems, tools...

How will I know it is working? What evidence will I see?

Observable, measurable indicators...

Time Change #3

What specific change am I making?

Be precise: more of X, less of Y...

Why does this change matter for my recovery and growth?

Connect it to your values...

How will I implement this change — what is the specific plan?

Days, times, systems, tools...

How will I know it is working? What evidence will I see?

Observable, measurable indicators...

Part 3: My Non-Negotiables

Non-Negotiables

These are the daily and weekly commitments that protect your recovery, your health, and your growth. They are not optional. Everything else in your schedule must work around them.

1. List your daily non-negotiables — the activities that happen every single day regardless of circumstances:

2. List your weekly non-negotiables — the activities that happen every week and are protected from other commitments:

3. What system will you use to track, plan, and review your time? (Calendar, planner, app, notebook)

4. Who will hold you accountable for your time management commitments? How will accountability work?

Part 4: Time Stewardship Declaration

Your Declaration

This is your personal commitment to treating time as the precious, non-renewable resource it is — and investing it in ways that honor your recovery, serve your growth, and build the life you fought to reclaim.

Write your Time Stewardship Declaration:

Include: how you will invest your time, what you will protect, what you will eliminate or reduce, and why intentional time management matters to your recovery.

I invest my time in... I protect my hours for... I refuse to waste my recovery on... Time is...

Date of this declaration and your 30-day review commitment:

Today's date and 30-day review date...
