**PE Session 4 – Worksheet**

**(Productivity and Time management)**

**Objective:** This worksheet is designed to help you focus on a specific goal for one week, using the principles of mental contrasting and implementation intentions to boost your productivity and confidence.

**Part 1: Mental Contrasting**

1. **Identify a One-Week Goal:**
   * What is a specific, achievable goal you want to accomplish within the next week?
   * **Example:** "I want to exercise for 30 minutes every day this week."

**My Goal:** Take a break of 1 hours 30 minutes at max (15 min lunch, 40 min Namaz, 30 min Table Tennis, 5 misc.)

1. **Positive Outcome:**
   * What positive outcomes will result from achieving this goal?
   * How will you feel once you achieve this goal?
   * **Example:** "I will feel healthier, more energetic, and proud of my commitment."

**Positive Outcomes:**

* + I’ll get free around 8:00pm from office so I can go for gym earlier.
  + If I go for gym earlier, I’ll reach home by 9:45
  + That will give me enough time to have a good meal, have my free time, do my night time routine, and sleep around 12:00am.

1. **Obstacles:**
   * What obstacles might you encounter that could prevent you from achieving this goal?
   * **Example:** "Lack of time, feeling tired after office, unexpected commitments."

**Potential Obstacles:**

* + I currently use InDrive for going back to my apartment and getting a ride timely with minimum wait time too is very difficult
  + Gym can take more than 1 hour 15 minutes depending on what muscles I’m training, how physically drained I am, and the number of people.
  + My roommate usually sleeps late as well (around 2:00am) which makes it difficult for me to sleep timely. Not that he disturbs me, but I just don’t want to sleep because I know we both have to get up in the morning and leave for office so lets spend some more fun time with him.

1. **Strategies to Overcome Obstacles:**
   * What strategies can you use to overcome these obstacles?
   * **Example:** "Set a specific time for exercise (*preferably the first thing in the morning*), prepare workout clothes in advance *(It really really works)*, prioritize exercise over less important activities. (like sleeping more ☺)"

**Strategies:**

* + I’ll be getting my own ride within 2 weeks hopefully so that will solve the waiting for InDrive problem when going back to my apartment
  + Once I have my own ride, I don’t have to wait for my roommate (we come together on his ride) so I can try reaching office earlier
  + Table tennis doesn’t have to be an everyday thing so I can use that time in gym on days when I know I might be having a longer session? Not really sure about this yet.

**Part 2: Implementation Intentions**

1. **Create an If-Then Plan:**
   * Identify potential obstacles and create specific if-then plans to address them.
   * **Example:** "If I will feel the urge to stay in bed, I will immediately try to remind myself of my commitment and get out of bed

**If-Then Plans:**

* + If I take more time to have food or doing random stuff, then I will use the time I have reserved for table tennis to make up for it.
  + If I get late for office due to unforeseen circumstances, then again, I will ditch table tennis and reduce my free time at night.
  + If I have to miss gym for some reason, then I’ll make sure that I do bodyweight exercises at home.

1. **Commitment:**
   * Write down your commitment to following these if-then plans.
   * Sign and date it as a commitment to yourself.

**My Commitment:**

* + I commit to following my if-then plans to achieve my goal for this week.
  + Signature: \_\_\_\_Ammad Ali\_\_\_\_
  + Date: \_\_\_ 6th August 2024\_\_\_\_

By completing this worksheet, you are taking the first step towards achieving your goal. Remember, focusing on one goal for a week can build your confidence and show you that things are doable. Keep this worksheet visible and refer to it throughout the week to stay on track.