

WORKBOOK

*The Art of
Prioritizing You:
Self Care Meets
Time Management*

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A 16-page
printable
workbook you
can use today!



A NOTE FROM THE AUTHOR

WELCOME!

Welcome to the teaching series, “The Art of Prioritizing You: Self-Care Meets Time Management.” I’m so excited you’ve decided to join me on this journey! You have chosen to invest in you, and that kind of investment will reap dividends and benefits over and over again!

You should have received a link to all the resources you will need for this study:

- Downloadable workbook to use throughout the course - If you’re reading this you’ve found it!
- Link to access the video teachings
- Link to the bonus teaching on Our Identity in Christ

Be sure to listen to the videos in order. Take as much time as you need with each lesson, and feel free to listen to them multiple times (you have lifetime access to them). After you’ve listened to the video, complete the workbook exercises. And lastly, spend time in prayer, asking God to reveal to you how you can implement the things He shares with you during this time.

If you have questions along the way, please email me at info@newseasonnewday.com. Please share your “ah-ha” moments with me; I would love to hear from you!

All the best!

Brenna Fields Hayes
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LESSON ONE

WHY DO WE OVEREXTEND OURSELVES?

INTRODUCTION

At some time or other, you have probably experienced stress. Stress can be caused by several factors (a long to-do list, challenges at work or at home or even health issues). But sometimes, our stress can be caused by us overextending ourselves. In a couple of articles from Psychology Today, experts say that “Women often play to get along, whereas men often play to win.” They go on to say that the reason why we have difficulty saying no is because someone’s feelings may be at stake, we think we won’t be liked, there is a fear of conflict, or we don’t want to disappoint or hurt someone.

When you say yes to something you don’t want to do or don’t have the time or even the skill to do, it is a distraction. It’s a distraction from the things that are most important to us, the things that line up with our purpose (I have another teaching on purpose, send me an email if you are interested in it). And not walking in your true purpose is not self-care.

Something else to think about: Are we saying yes to all the things because we’re trying to prove yourself to others or even to yourself? Is it because we’re trying to feel good about yourself?

So, what’s the solution?

We need to be clear on who we really are. Our true identity is not based on the things we do, but who we believe we are!



WORKSHEET 1

WHY DO WE OVEREXTEND OURSELVES?

QUESTION #1: Why do you have a hard time saying no?

QUESTION #2: What do you believe about yourself? How do you currently see yourself?

QUESTION #3: What can you do to change a self belief that's not based on truth?



WORKSHEET 1

WHY DO WE OVEREXTEND OURSELVES?

QUESTION #4: Read the following scriptures. How can these scriptures impact your identity? Psalm 139:13-14 and Genesis 1:27

QUESTION #5: Write out 5 affirmations that speak to your true identity. How can you make them a part of your daily life?

Psychology Today links:

<https://www.psychologytoday.com/gb/blog/smart-relationships/201311/why-women-have-a-hard-time-saying-no>

<https://www.psychologytoday.com/gb/blog/off-the-couch/201601/why-is-it-hard-to-say-no-and-how-can-you-get-better-at-it>

NOTES

LESSON TWO

WHAT IS SELF-CARE?
WHY IS IT IMPORTANT?

INTRODUCTION

What is self-care? From VeryWell Health, the definition of self-care is “the practice of taking care of physical, mental, emotional, and spiritual aspects of your life to promote health and wellness.” And from the World Health Organization, self-care is “the ability of individuals, families and communities to promote health, prevent disease, maintain health, and cope with illness and disability with or without the support of a health worker.”

Self-care is about our total wellbeing! That’s why it’s important that this becomes a part of our lives on a regular basis, not just periodically.

There are three areas of self-care I would like for you to consider:

- Listening
 - What we listen to really matters! Sound affects mood and mental health.
 - What goes in your ear affects our subconscious mind. And if we want to change what’s happening on the subconscious level, we need to change what we input. Garbage in garbage out. Peace in, peace out. Lasting change comes when our subconscious mind is changed (Romans 12:2 talks about us being transformed by the renewing of our minds).

LESSON TWO

WHAT IS SELF-CARE?
WHY IS IT IMPORTANT?

INTRODUCTION

- Power of ritual
 - From Merriam-Webster, ritual is “an act or series of acts regularly repeated in a set precise manner.”
 - Psychologists say that practicing rituals can give us a sense of control and reduce anxiety.
 - Ritual comes into being when ordinary behavior is repeated until it begins to harden into recognizable action patterns (another word for that is habits)
- Asking for help
 - We must let go of any pride we may be feeling about the things we do and humble ourselves to ask for help
 - When we don’t ask for help, we may need to take a look inside of ourselves and figure out WHY we don’t want to let go of some things



WORKSHEET 2

WHAT IS SELF-CARE?
WHY IS IT IMPORTANT?

QUESTION #1: What are you listening to (in your car, at your desk at work or at home)?
Make a list of the things and people you listen to

QUESTION #2: Do the things you listen do have a positive or negative impact on your life?
Why or why not?

QUESTION #3: Do you practice rituals? If you do, are they effective?



WORKSHEET 2

WHAT IS SELF-CARE?
WHY IS IT IMPORTANT?

QUESTION #4: What new ritual(s) can you start now?

QUESTION #5: Why don't you ask for help? Is it because of pride? Self-esteem? Be honest with yourself.

QUESTION #6: Make a list of at least 3 things you can delegate to someone else.

NOTES

LESSON THREE

SELF-CARE AND TIME MANAGEMENT:
HOW ARE THEY CONNECTED?

INTRODUCTION

Have you ever said to yourself: “if I only had enough time to (fill in the blank)? I’m not talking about working on your goals here (although that’s important). I’m talking about things and activities that will revive and restore you so you CAN work on your goals. I know I’ve said that sometimes myself. How can I make time for those things when all the other things seem to take precedence (family, work, goals, etc.)

If I want to make time for self-care, what do I need to remove from my life?

It’s about being intentional and having priorities!

When we are intentional about something, we make a decision. We plan to do something. The opposite of intentional is accidental. Things just happen without any intervention.

Our priorities should line up with our real life purpose. If they don’t, they can be removed or rescheduled. Do you know your life purpose, what you are called by God to do?



WORKSHEET 3

SELF-CARE AND TIME MANAGEMENT:
HOW ARE THEY CONNECTED?

QUESTION #1: Look at your life and the things you do currently. Are they intentional or accidental? Did someone decide we have to do a certain thing (without our intervention or decision) or did we make an effort (on purpose) to do it?

QUESTION #2: Analyze your schedule from the last week (Monday through Sunday). Write down the things you did that week and then categorize them as “intentional” or “accidental.” Use the Notes pages if you need additional space.

QUESTION #3: From the previous question, which activities line up with your purpose and which one do not? How can you postpone or remove the things that don't line up with your purpose from your schedule?

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FINAL THOUGHTS

WHAT ARE YOUR KEY TAKEAWAYS FROM THIS TEACHING SERIES?

A large, empty light grey rectangular box, intended for the user to write their key takeaways from the teaching series.

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MEET THE AUTHOR

BRENNA FIELDS HAYES

Brenna Fields Hayes is an ordained minister, transformational life coach, author, speaker and entrepreneur. A native of New Orleans, she is certified in project management, life coaching and event planning and has master's degrees in business and theology. She is the author of the book "Returning to Wholeness: Overcoming Life's Challenges to Live a Blessed Life."

Brenna's desire is to empower people who have experienced challenges, so they can overcome them and become the best versions of themselves. She also loves teaching the Word of God so that people's lives can be transformed.

***Thank you for joining
me on this self-care
journey!***

LET'S STAY IN TOUCH

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