# Resultado de imagen de off the clock laura vanderkam

# Off the Clock by Laura Vanderkam - Week 1: Orientation

Begin the book and read until end of Chapter 1: Tend Your Garden

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| **Reading Milestone** | **Thoughts and Actions to Consider Briefly** | **Supporting Material and Activities** |
| Before beginning the book | * What is my specific intention in reading this book? * Have I thanked Allah and shown gratitude for the opportunity He gives me to learn and grow? * How do I think about “time”? Do I have enough of it? * Do I have feel that I am always rushing around? What would my perfect (and realistic) perfect day look like? * As a Muslim/ Muslimah, how do I feel about my to do list? Does it ever end? * How productively have I used my time recently? * Am I am holding myself accountable for how I use my time for Allah swt? * Are there any negative thoughts or expectations I need to address before I start reading? | * Self-reflection on family and career life      * Take time to say Alhamdulillah and express gratitude to Allah * Taking of personal notes and past notes from The Big Picture, The Morning Miracle and Essentialism if you have them * Academy Book Club and Facebook forum * Dua and *istighfar* |
| Introduction | * How has having kids, being married or looking after extended family members affected my free time? How does that make me feel? * How many hours are there in a week? How about in a year? How does knowing this number change the way I think about time? * Do I agree with the author that “*time is finite, so we must make smart choices about it. But time is also abundant: there is enough for anything that truly matters*”. Why or why not? * Can I alter my perception of time by interacting with it in different ways? * Which things give me freedom? What things curb my freedom? How does time link into this? | * [You're NOT as Busy as You Think](https://www.youtube.com/watch?v=fpGmDaRkJzM), with Laura Vanderkam * Laura Vanderkam shares [time saving tips](https://www.youtube.com/watch?v=kjgLLXlLXNs) * Du’a and gratitude to Allah |
| Chapter 1: Tend Your Garden  Part 1 | * Do I agree with the statement “*mindfulness gives you time. Time gives you choices. Choices skilfully made lead to freedom*.” Why or why not? * Have I ever formally tracked my time before? How do I feel about it? What do I think about the author’s time log? * How do I typically “waste” time? (hint: being unproductive, rather than relaxing, which is productive). Do I think that my time log would agree with me? | * Pray *istikharah* and never stop making du’a to Allah! * Laura Vanderkam on [Believing Your Time is Abundant](https://www.youtube.com/watch?v=y6TAJSHVwVs) |
| Chapter 1: Tend your garden  Part 2 | * Am I in charge of my time? How do I approach tasks? * Which habits or activities do I engage in that help me get focused? * When I feel sad, how does time pass? What about if I am bored? Does time feel different when my mood changes? * What is the biggest take home message of this chapter for me? What will I do right now to enact change? | * Grab your free time makeover guide at the author’s websites <https://lauravanderkam.com> * [How to gain control of your free time](https://www.youtube.com/watch?v=n3kNlFMXslo&t) by Laura Vanderkam |