# 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*
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| 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
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| Chapter 1: Tend Your GardenPart 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)
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| Chapter 1: Tend your gardenPart 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
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