



Off the Clock by Laura Vanderkam – Week 1: Orientation

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

Reading Milestone	Thoughts and Actions to Consider Briefly	Supporting Material and Activities
Before beginning the book	<ul style="list-style-type: none"> • 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? 	<ul style="list-style-type: none"> • 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 <i>istighfar</i>

	<ul style="list-style-type: none"> • Am I 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? 	
Introduction	<ul style="list-style-type: none"> • 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 <i>"time is finite, so we must make smart choices about it. But time is also abundant: there is enough for anything that truly matters"</i>. 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? 	<ul style="list-style-type: none"> • You're NOT as Busy as You Think, with Laura Vanderkam • Laura Vanderkam shares time saving tips • Du'a and gratitude to Allah
Chapter 1: Tend Your Garden Part 1	<ul style="list-style-type: none"> • Do I agree with the statement <i>"mindfulness gives you time. Time gives you choices. Choices skilfully made lead to freedom."</i> 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? 	<ul style="list-style-type: none"> • Pray <i>istikharah</i> and never stop making du'a to Allah! • Laura Vanderkam on Believing Your Time is Abundant

Chapter 1: Tend your garden Part 2	<ul style="list-style-type: none"> • 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? 	<ul style="list-style-type: none"> • Grab your free time makeover guide at the author's websites https://lauravanderkam.com • How to gain control of your free time by Laura Vanderkam