
Transforming Your Relationship with Time: Achieve More While Doing Less



By Jamie Jackson Spannhake

Presented in conjunction with Lawyers Concerned for Lawyers, Inc. and
the Massachusetts Law Office Management Assistance Program

July 8, 2020

12:00 ET

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Cover designed by Mark Feldman & Briana Ball

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The content of this book is for general instruction only. Each person's physical, emotional, and spiritual condition is unique. The instruction in this book is not intended to replace or interrupt the reader's relationship with a physician or other professional. Please consult your doctor for matters pertaining to your own health.

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Printed in the United States of America

First Printing: October 2019

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CONTENTS

Worksheets and Handouts

Quantify Your Time.....	4
Reality Check.....	5
Good Sleep Is the Foundation of Good Health.....	6
Implement the Three B's: Bag It, Barter It, or Better It.....	7
Circle of Time	10
Change the Way You Talk to Change the Outcome	11
Better Goal Setting: To Achieve, First Ask "Why"	12
BONUS: PRACTICE.....	18
Practice Is a Process, Not a Goal	19
Calming Daily Practice Points.....	20
Daily Practice Points: CHOOSE	22
Daily Practice Points: ACT	28
Daily Practice Points: THINK	34
About the Author	41
More	42
References & Resources	44

Reality Check

Total number of hours per WEEK needed for your items and details, taken from the worksheet:

_____.

Total number of hours in a week: **168**.

Number of hours over/under 168 (your number - 168) = _____.

If you are under 168 hours, congratulations! You have “free” time that you can use in whatever way works best for you.

If you are over 168 hours, then you’ll need to decrease the number of hours you spend on some items and details. This doesn’t necessarily mean that you need to lower your expectations and take items off your list, unless after further reflection you decide that you don’t really want some item(s) on your list. Rather, it means you need to adjust your expectations and find ways for other people to handle some of those items. That’s the next worksheet.

Good Sleep Is the Foundation of Good Health

The quantity of your time asleep affects the quality of your time awake. Over a third of our life should be spent sleeping. This can feel like a waste of time, but it's not. Sleep-deprived people cannot function at their highest ability. Sleep deprivation decreases your ability to remember and process information. A good night's sleep can give us up to a threefold advantage in complex problem-solving. Also, cutting your sleep short by even an hour or two reduces the effectiveness of your immune system by about 25 percent, leading to more illness and disease. And did you know that lack of sleep increases the release of one of the hunger hormones that causes cravings for carbohydrates and sugars, making it much more difficult to maintain a healthy weight?

To stay healthy, you must give your body time to recover and refresh. Sleep provides this opportunity. The average adult requires seven to eight hours of sleep each night. Set a regular sleep schedule and stick to it, not altering your regular bedtime or awake time by more than one hour.

Related article: [3 Ways to Get A Better Night's Sleep -- Because You Need It!](https://www.jamiespannhake.com/blogs/balance-blog/3-ways-to-get-a-better-nights-sleep-because-you-need-it?_pos=2&_sid=d284cle85&_ss=r), available at https://www.jamiespannhake.com/blogs/balance-blog/3-ways-to-get-a-better-nights-sleep-because-you-need-it?_pos=2&_sid=d284cle85&_ss=r

Implement the Three B's: Bag It, Barter It, or Better It

For each item and detail, ask and answer these questions:

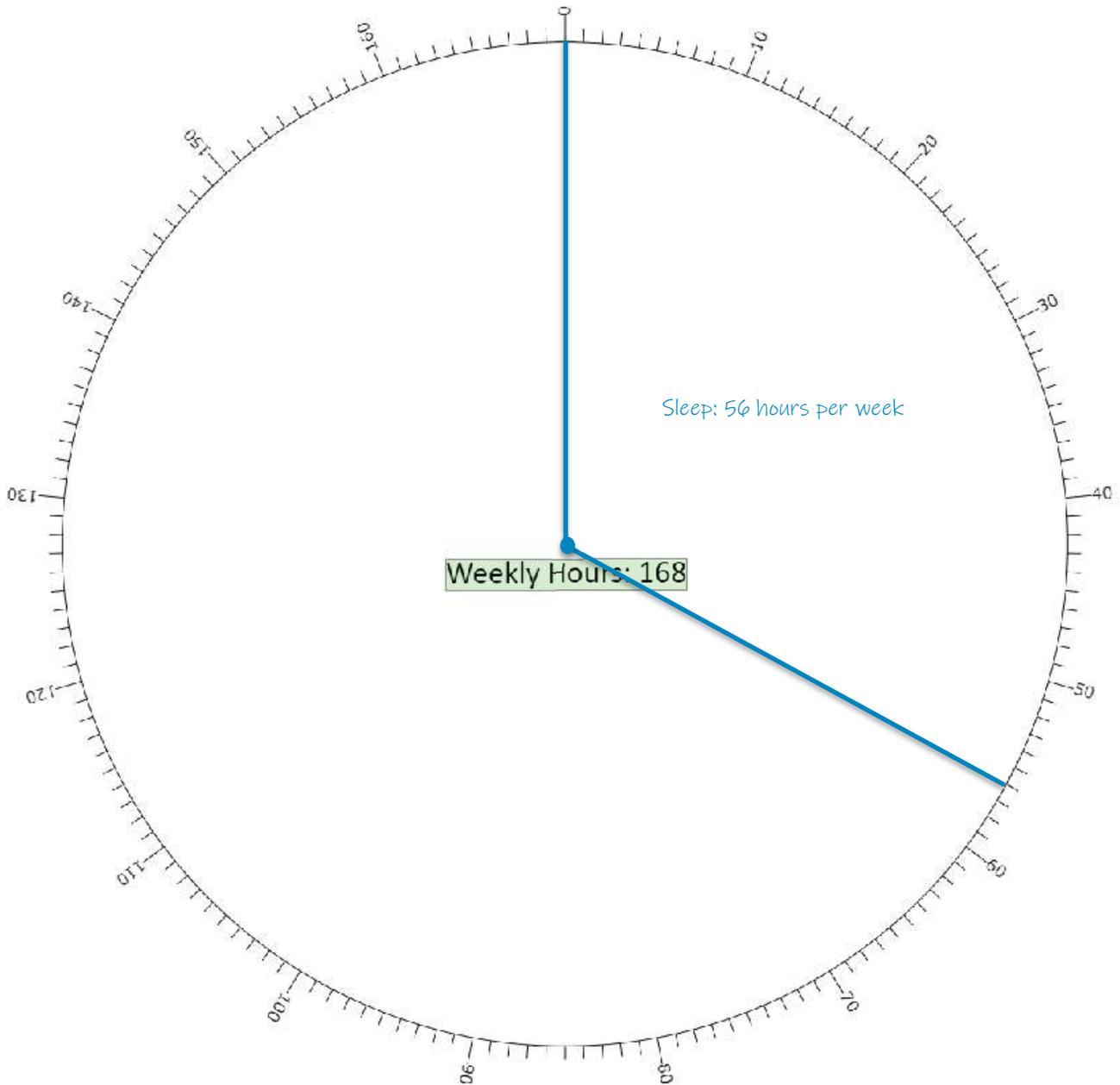
1. *Can you bag it?* In other words, can you just not do it and have no one else do it either? Maybe after considering your values statement and priorities, an item that you thought was important isn't necessary.
2. *Can you barter it?* In other words, can you have someone else do the task for you? This could be someone you pay or not. Don't worry yet about *who* will do the task; we'll address that later when we focus on building your support network. For now, consider whether it is something that you *could* barter.
3. *Can you better it?* In other words, if there is an item that only you can do, or that you want to do rather than bartering it away, then consider how to make it work better for you.

Examples and Ideas:

<u>Bag It: Things to Consider</u>	<u>Barter It: Things to Consider</u>	<u>Better It: Things to Consider</u>
Clean car, inside and out	Transporting your children – rely on friends, babysitters, or care service	Driving – listen to books, podcasts, or music that inspires you
Freshly pressed clothes	Dog walks – hire a dog walker	Exercise – ask a friend to join you; listen to music you like; find an activity you enjoy
Anything perfect, e.g. perfect hair, perfect abs, perfect house, & so on	Hire a service for clothes shopping	Running – join a running club
Always manicured nails	Have groceries delivered	Cleaning the kitchen – dance to your favorite music while you clean
Volunteering for things you don't want to do anyway	Eat all your meals at restaurants	Getting up early in the morning – use your favorite song for your alarm
Sending holiday cards	Pay your children for house chores	
Home-cooked meals every day	Buy gas only at full-service stations	

Circle of Time

If you prefer a visual representation rather than a list, graph your time on a weekly basis (168 hours per week) on the circle below. It has 170 parts to give you a little “wobble room” since every week won’t be the same. Remember, it is best for your health if you get 8 hours a sleep each night, so 56 hours should be for sleep.



Change the Way You Talk to Change the Outcome

Let's address how we talk about time and other areas of our lives, and how the words we use can either help or hurt us. By changing the way you talk about time, you can change your relationship with time. This, in turn, changes the outcome.

Don't believe me yet? You've likely experienced this very phenomenon in other areas of your life. Here's one example from the book:

"If you continually tell yourself you are overweight, it can make you feel depressed. Feeling depressed can lead to lack of motivation. Lack of motivation prevents you from exercising, which makes you feel more depressed. So you comfort yourself with chocolate ice cream, which makes the problem worse."

The point is, whether you are truly overweight is less important than how you think and talk to yourself about your weight.

Consider other areas in your life where the words you use can affect the outcome. Here's a few ideas to get you started.

- Believing your presentation will not go well, which makes you more nervous, which makes your presentation not go well.
- Telling yourself that you cannot ski down the mountain, which makes you more likely to fall instead of working to stay upright and on track, which means you don't ski down the mountain.
- Thinking that you could not possibly obtain that new job that you really want, which means you don't even apply, which means that you have no chance of obtaining the new job.

Better Goal Setting: To Achieve, First Ask "Why"

When you find that you have goals and desires that you cannot seem to achieve, focus on why you want to achieve them rather than devising yet another plan to achieve the goal. Answer the questions below to help you understand "why" you have a particular desire or goal and refocus your energy in ways that truly motivate you. It is helpful to sit quietly for 5 minutes, perhaps to meditate, prior to considering each goal. Know that sometimes we have goals for the wrong reasons, and once we identify the reasons for the goal, we may decide that we no longer have the desire. It is smart to leave behind a goal that you determine does not fit within your values and priorities.

Goal #1:

How will achieving this goal make you feel emotionally? Physically?

How will your life be better?

How will this goal improve your relationship to yourself and/or to others?

How will you feel emotionally and physically if you don't achieve this?

What will your life be like if you abandon this goal?

Do you use “not enough time” as an excuse or reason to not work toward this goal?

Do you really want to work on this goal, or do you just feel like you should do it? You will almost never achieve a goal simply because you think you should. If your answer is only that you “should do it,” drop the goal.

Based upon the above answers, write in 140 characters or less WHY you have this goal.

Based upon your analysis and consideration, do you want to keep, change, or abandon this goal?
Write out the (new) goal.

Better Goal Setting:
To Achieve, First Ask "Why" (continued)

Goal #2:

How will achieving this goal make you feel emotionally? Physically?

How will your life be better?

How will this goal improve your relationship to yourself and/or to others?

How will you feel emotionally and physically if you don't achieve this?

What will your life be like if you abandon this goal?

Do you use "not enough time" as an excuse or reason to not work toward this goal?

Do you really want to work on this goal, or do you just feel like you should do it? You will almost never achieve a goal simply because you think you should. If your answer is only that you "should do it," drop the goal.

Based upon the above answers, write in 140 characters or less WHY you have this goal.

Based upon your analysis and consideration, do you want to keep, change, or abandon this goal?
Write out the (new) goal.

Better Goal Setting:
To Achieve, First Ask "Why" (continued)

Goal #3:

How will achieving this goal make you feel emotionally? Physically?

How will your life be better?

How will this goal improve your relationship to yourself and/or to others?

How will you feel emotionally and physically if you don't achieve this?

What will your life be like if you abandon this goal?

Do you use "not enough time" as an excuse or reason to not work toward this goal?

Do you really want to work on this goal, or do you just feel like you should do it? You will almost never achieve a goal simply because you think you should. If your answer is only that you "should do it," drop the goal.

Based upon the above answers, write in 140 characters or less WHY you have this goal.

Based upon your analysis and consideration, do you want to keep, change, or abandon this goal?
Write out the (new) goal.

BONUS: PRACTICE

Everything in life worth achieving requires practice.

*In fact, life itself is nothing more than
one long practice session,
an endless effort of refining our motions.*

– Thomas M. Sterner



Practice Is a Process, Not a Goal

As you approach and incorporate into your daily life all the tools, tips, and techniques you have learned, remember it is all practice — a daily practice. As your circumstances and life changes you will adapt and continue to practice. Most importantly, remember to keep trying, and that perfection is not required.

The practice points in this section are designed to help you:

- continue to refine your personal values,
- use your thoughts and resources supportively, and
- practice living the life you desire daily.

There are three parts – CHOOSE, ACT, & THINK – that follow the parts of the book and workbook. In each part, there are three practice points:

- Personal life
- Work or career life
- Relationships, family, or home

There are also three calming points listed at the beginning to help you calm your mind.

All the practice points are designed as ideas to practice each day – in other words, consider and try them. Pick a practice point randomly, or follow the practice points sequentially, or decide what you'd like to practice and purposefully choose a practice point.



If you'd like a portable and tactile way to use these practice points:

look at *The Lawyer, the Lion, & the Laundry Practice Cards* available at www.JamieSpannhake.com. With the *Practice Cards*, you can post the card for your particular daily practice point, or keep the card in your wallet or car, as a reminder throughout the day.

Calming Daily Practice Points

Practice calming your mind.

1. Be mindful.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. Start your day with a 5-minute guided meditation.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. Practice: Breathe deeply throughout the day today.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: CHOOSE

The daily practice points in CHOOSE focus on choosing which thoughts to follow through meditation and mindfulness. They also help refine and explore your values, desires, and goals.

Personal Life

1. **Choose “The Lion Mind.”** Imagine there is a dog watching you waving a bone. The dog watches every movement of the bone, and only the bone. You throw the bone and the dog chases it. He cannot help but chase it. Now imagine there is a lion watching you waving the bone. The lion notices the bone but also notices you and other things. You throw the bone. The lion looks at the bone, but he doesn’t chase it. Your thoughts are the bone. Be the lion. *Choose which thoughts to follow.*

Thoughts on this practice point. How did it go? What worked? What didn’t? Write or draw your thoughts.

2. **Choose Your Goal or Desire.** Think about a goal or desire you have. *Reflect on the reasons you set this goal.* Was it to have more energy, earn more money, be a kinder person, improve a relationship? Sit quietly and focus on how achieving this goal will make you feel. Happy? Proud? Energized? Loved? Focus on what it will feel like to achieve your goal. Consider how you will feel if you do not obtain your desire. Mentally map out the steps to your goal.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Choose an Attitude of Gratitude.** An attitude of gratitude is not positive thinking in the face of real adversity. Rather, it is seeing life for the reality it is, and being grateful for what's good about it -- even when some (or most) parts are not good. *When faced with situations you don't like, say: "What I like about it is ...," and find at least one part of the situation for which you can be thankful.* Be grateful for the details that are good or the lesson you can learn.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: CHOOSE

Work or Career Life

1. **Choose Meditation Before Planning.** Who has time to plan? *When feeling overwhelmed with work projects or tasks, resist the temptation to jump in as quickly as possible and tackle things.* First, take five minutes to meditate. This will clear your mind and improve your ability to think and problem solve. Then craft a thoughtful plan that will enable you to act efficiently. Then act.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Choose to Calm Yourself with Music.** *Music can relax your mind and body.* Choose music that lowers your heart rate and causes you to breathe more deeply, perhaps slow and quiet classical music. Listen during your commute so you arrive relaxed. Or play relaxing music softly in the background in your office to remind you to breathe and approach work with a relaxed mind.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Choose to Say No.** If you like to please others, you may say “yes” too often. Trying to please everyone sets you up for failure. When we take on too much, we may start from a place of generosity but often this can end at a place of martyrdom, a place where we are resentful toward ourselves for saying yes, and toward others for asking us to help. *Remember saying “yes” to one project means saying “no” to something else.*

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: CHOOSE
Relationships, Family, or Home

1. **Choose to Listen.** *One of the most important aspects of communication is listening.* Of course, what we say, how we say it and when we say it are important. But we can communicate effectively only if we listen first. Listen to your friends. Listen to your partner, children, colleagues, and others. Take in information, analyze and synthesize it, and exercise good judgment. *It starts with listening.*

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Choose Compassion.** Compassion is an emotional response whereby we perceive another person's problem and genuinely want to help. *Compassion is the foundation for good people skills.* Without compassion, we cannot fully understand another's perspective. Without compassion, we cannot understand others, anticipate what they will do, or take pre-emptive steps to avoid problems. To practice compassion, focus on how others feel and accept their perspective, whether or not you agree with it.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Choose to Include Others in Your Activities.** *Use your time for double-duty today by including others in your daily activities.* Catch up with a friend while you exercise together. Invite your loved one to help prepare dinner and talk together in the kitchen. Ask a colleague to brainstorm solutions to your client's problem to gain a fresh perspective on the problem and to connect with your colleague.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: ACT

The daily practice points in ACT help you act in ways that support what you want in your life, in particular by asking for the help you need or want, and getting and staying organized.

Personal Life

1. **Ask for Help.** *One of the best ways to make time available for achieving your goals is asking others for help.* Are there activities at work you can delegate? Can someone else pick up your child from school? Are there things you can pay someone else to do? Think about who can help you, then make the most of your time by asking for help.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Unclutter Your Space.** *Clutter can make us feel anxious and negatively affect our ability to focus.* Take time to clean out and reorganize your personal and work spaces. File your papers. Move files to storage. Shred and dispose of unnecessary paperwork. Organize your stuff. Donate unnecessary items. Move your furniture around to create a more comfortable and conducive environment.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Eat Mindfully.** We often eat while we are working at our computers, watching TV, or driving. And when we aren't focusing on our food, we may eat too little or more than we need. First, mindfully measure your serving in advance to control your portion size. Then, pay attention to what you are eating. *Look at your food. Smell it. Savor it.*

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: ACT

Work or Career Life

1. **Detox Your Contact List.** Assess who and what is holding you back in life. Are there people taking more than their share of your time and energy — late-night calls, impossible to please, extreme lateness or repeated last-minute cancellations? Think about what your life would be like without those people. Would it be better? Would you have more time and energy for other people and activities? *Ending troublesome relationships can free up your time and energy.*

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Delegate.** It can be hard to let go of control to effectively delegate, but if you micro-manage the people to whom you delegate, you won't save any time and you are frustrating them. Instead, take time to create a team of colleagues and assistants to help handle your responsibilities. *Delegate to competent and cooperative teammates, be very clear in your directions, and let them take the responsibility.*

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Organize.** *One of the best ways to keep all your responsibilities in order and successfully handled is to be organized.* Organize your office so that things aren't lost in the shuffle. Organize your day to use your time as efficiently as possible. Organize your life so that you have resources readily available to you. When you are organized, you don't waste time and energy trying to find what you need to succeed.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: ACT
Relationships, Family, or Home

1. **Share Your Responsibilities.** *It is difficult to succeed without a support network.* If you don't have a support network of family, friends, and paid support, take time to create one. Raise your expectations for your family members and their abilities to help. There may be growing pains, both in your ability to give effective directions and your network's ability to deliver as expected, but it will be worth it.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Surround Yourself with Supportive People.** *People do not succeed alone.* They receive help from a spouse or partner or friends, and from colleagues and support staff. Surround yourself with people who want to help, who believe in your goals and desires, and who can anticipate your needs sometimes. Ask for help, and let others help you. It makes them feel good too.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Stay Connected.** *Personal relationships are important components of health and well-being.* Use your smartphone, tablet or computer, via Skype or FaceTime or WhatsApp or others, to connect “face to face” with the people you love when you have free moments throughout your day.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: THINK

The daily practice points in THINK help you focus most of your mental energy on the people and things you want in your life, in particular by helping you adjust the way you think about time and your relationship with it.

Personal Life

1. **Be Realistic.** Of the 24 hours in a day, there are about 8 for sleep and 16 to live your life — to handle all your responsibilities, do everything else you want to do, and ideally, to have some downtime. *Ensure you have not set yourself up to fail.* Compare the amount of time you have available with the time necessary to do what you want and need. If they do not sync, then adjust your schedule, drop an activity, or both.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Use Your Mind to Escape Anxiety.** *Increased serotonin reduces anxiety and depression.* To increase serotonin: Think about past happy experiences. Look at photos of those experiences. Write daily in a gratitude journal. Daydream about happy times. Spend time with loved ones. Engage in talk therapy with a trusted therapist. Take five minutes to meditate.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Step Away from the Chaos.** Simply stepping out of the chaos – to walk, or sit, or meditate, or exercise – can help you calm your mind and improve your perspective. Whatever makes you feel calm and more mindful, do that. You'll be able to manage your emotions better and connect with others more successfully, remaining calm when you return to the chaos without letting the stressors overwhelm you.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

Daily Practice Points: THINK

Work or Career Life

1. **Add Play to Your Day.** *Your work is serious, but that doesn't mean that you need to be serious all the time, even in the office.* When you hit a “glitch” in a project, take some time to play. Reset your mind and come back with a fresh perspective. Add a small basketball hoop or an air-hockey table in an extra conference room. Ask a colleague to join you, to encourage teamwork and build comradery.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **“Chunk” Your Work & Take Breaks.** *It's easier to keep focused in smaller “chunks” of time.* Break up your work day into 45- to 90-minute increments. Then take a break — go for a walk, do five minutes of stretching, or engage in a meditation mini-session. Or if you must keep working, switch to a separate project or to a new task within the same project.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Manage Transition by Moving Forward.** When faced with difficult transitions, it is easy to suffer from “analysis paralysis,” spending too much time analyzing which is the best course of action. *Any action is often better than no action.* Take time to make a plan. Even if you aren’t sure the plan is the best one, just start moving forward. Inertia breeds inertia. *Once you start moving forward, you will be able to correct course.*

Thoughts on this practice point. How did it go? What worked? What didn’t? Write or draw your thoughts.

Daily Practice Points: THINK
Relationships, Family, or Home

1. **Embrace Reality.** Don't argue with reality by focusing on the way other people "should" be. Sometimes people don't do the things they "should." *Let go of the "shoulds" in your life.* Instead, accept that people are the way they are. Embrace the reality of others first, then you can focus on what you can change, either in yourself or in your life.

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

2. **Take a Leap of Faith & Have Fun.** Recognize that adults often shut down any activity or idea they deem risky. Determine not to listen to that part of yourself sometimes. *Make it a goal to assess activities from an objective perspective so you can enjoy your life, not simply survive it.* Take a leap of faith. Try something new. Have fun!

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

3. **Remember to Laugh!** *Laughter is one of the best stress relievers.* Nothing works more quickly than laughter to bring the body and mind back into balance. It releases endorphins, improves mood, and creates a sense of hopefulness. Laughter also boosts the immune system, which can be weakened by stress. As you live your life today, remember to laugh!

Thoughts on this practice point. How did it go? What worked? What didn't? Write or draw your thoughts.

ABOUT JAMIE'S BOOK

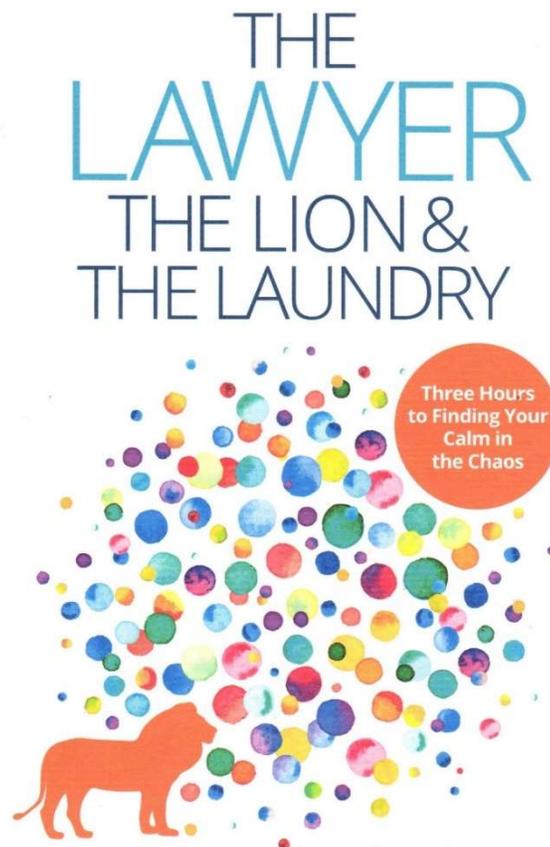
The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos

Bigle Legal named *The Lawyer, the Lion, & the Laundry* one of the best books for lawyers to read in 2019, specifically in the category of Personal Growth and Happiness!

“As a successful lawyer, writer, and parent, I was managing it all,” says Spannhake, “but I felt overwhelmed and exhausted. I wasn’t enjoying my life. That’s when I realized that time management tools alone are not sufficient for a successful *and enjoyable* life. I needed some kind of “mind management” too. In my book, I share a better way to enjoy the life you want. After more than ten years of reading, researching, attending workshops, talking with innumerable people, and experimenting in my own life, I have learned how to live a life filled with career success, time with family and friends, and space for personal desires.”

In the three hours it takes to read *The Lawyer, the Lion, & the Laundry*, readers will learn a system of two choices, two actions, and two thoughts that will change the everyday and allow readers to create space and time for the life they truly want. This is not time-management, it is a profound and practical mind-management strategy that will significantly improve life, from the inside-out.

Available at www.JamieSpannhake.com, AttorneyatWork.com, and Amazon.



ABOUT THE AUTHOR

Jamie Jackson Spannhake is a lawyer, writer, mediator, speaker, and certified health coach. Her work has appeared in print and online, including Law Practice magazine, Attorney at Work, Health Food Radar, eHow.com, Law Practice Today, The Complete Lawyer, and Electronically In



Touch. She has also published in The Brooklyn Journal of International Law and The Cumberland Law Review, both academic journals. She regularly writes and speaks on issues important to women and lawyers, including time and stress management, health and wellness, and work-life integration.

She graduated magna cum laude from Brooklyn Law School and received her certification as a health coach from the Institute for Integrative Nutrition in New York City. She practices law as a partner at Berlandi Nussbaum & Reitzas LLP, as the only female partner in the firm, serving clients in Connecticut and New York in the areas of commercial litigation, estate planning, real estate, and business transactions.

In addition to writing and managing her law and mediation practice, she mothers a wonderful and happy eight-year-old daughter, successfully co-parents with her ex-husband, loves two dogs and two cats, parents foster kids, and is partially responsible for her aging parents. Even with those responsibilities, she volunteers at her daughter's school, regularly practices yoga and meditation, plays tennis, and runs several miles three to four times each week.

She is enjoying her life, without feeling exhausted or overwhelmed (though she sometimes has days when she is tired).

MORE

Additional Support and Helpful Information

Interested in receiving more support? Visit www.JamieSpannhake.com to learn about and purchase additional support products, including *The Lawyer, the Lion, & the Laundry Workbook*, daily *Practice Cards*, and *Thought Book* journal. You can also download worksheets, receive invaluable free resources, obtain bonus information and materials, subscribe to the blog, watch informational videos, and more.

Hire Jamie to Speak at Your Next Event or Write for Your Publication

Jamie has been speaking to groups and organizations and writing for publications for over 10 years. She's an expert on time and stress management, healthy life-style choices, and handling life with its competing responsibilities. She has helped countless individuals achieve a healthier balance in their lives.

Author of *The Lawyer, the Lion, & the Laundry: Three Hours to Finding Your Calm in the Chaos*, Jamie believes a great life starts with doing the hard work of clarifying your values and priorities in order to create the life you want to live. This clarity, combined with mindfulness through meditation, a useful support network, organization, an acceptance of reality, and adjusting as life changes, leads to a fulfilled life.

She has served on numerous expert panels, including for the New York City Bar Association and the American Bar Association. She regularly writes for *Attorney at Work* and her own blog. Her writing has appeared in *Law Practice* magazine, *Law Practice Today* webzine, *GP/Solo* magazine, *The Complete Lawyer*, *Electronically In Touch*, *Health Food Radar*, and *eHow.com*.

For more information or to hire Jamie for your next event or publication, visit www.JamieSpannhake.com.

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www.JamieSpannhake.com

REFERENCES & RESOURCES

Some of the tools and techniques in this book were first published at Attorney at Work, www.attorneyatwork.com, and originally written for the benefit of lawyers. They have been edited here for a more general audience, and are reprinted with permission from Attorney at Work.

I have read (or listened to) each of these books and used each resource. I regularly update the list of resources on my website and blog.

Books

Ahlers, Amy & Arylo, Christine. *Reform Your Inner Mean Girl: 7 Steps to Stop Bullying Yourself and Start Loving Yourself* (Atria Books/Beyond Words, 2015).

Aron, Elaine N. *The Highly Sensitive Person: How to Thrive When the World Overwhelms You* (Harmony, 1997).

Bernstein, Andrew. *The Myth of Stress: Where Stress Really Comes From and How to Live a Happier and Healthier Life* (Atria Books, 2010).

Brach, Tara. *Radical Acceptance: Embracing Your Life with the Heart of a Buddha* (Bantam, 2004).

Brown, Brené. *Braving the Wilderness: The Quest for True Belonging and the Courage to Stand Alone* (Random House, 2017).

Brown, Brené. *Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead* (Avery, 2012).

Brown, Brené. *The Gifts of Imperfection: Let Go of Who You Think You're Supposed to Be and Embrace Who You Are* (Hazelden Publishing, 2010).

Brown, Brené. *The Gifts of Imperfect Parenting: Raising Children with Courage, Compassion, and Connection* (Sounds True, 2013).

Brown, Brené. *I Thought It Was Just Me (But It Wasn't): Making the Journey from "What Will People Think?" to "I Am Enough"* (Avery, 2007).

Brown, Brené. *The Power of Vulnerability: Teachings on Authenticity, Connection, & Courage* (Sounds True, 1994).

Brown, Brené. *Rising Strong: How the Ability to Reset Transforms the Way We Live, Love, Parent, and Lead* (Random House, 2015).

Brown, Brené. *Rising Strong as a Spiritual Practice* (Sounds True, 2017).

Burns, David D. & Beck, Aaron T. *Feeling Good: The New Mood Therapy* (William Morrow Paperbacks, 1999).

Chapman, Gary. *The 5 Love Languages: The Secret to Love that Lasts* (Northfield Publishing, 2014).

Chödrön, Pema. *Comfortable with Uncertainty: 108 Teachings on Cultivating Fearlessness and Compassion* (Shambhala Publications, 2002).

Chödrön, Pema. *The Wisdom of No Escape and the Path of Loving-Kindness* (Element Books, 2004) (first published 1991).

Chödrön, Pema. *The Pocket Pema Chödrön* (Shambhala Publications, 2008).

Coelho, Paul. *The Alchemist* (Harper Collins, 1993).

Covey, Stephen R. *The 7 Habits of Highly Effective People* (Free Press, 2004) (first published 1989).

Crenshaw, Dave. *The Power of Having Fun: How Meaningful Breaks Help You Get More Done and Feel Fantastic* (Berrett-Koehler Publishers, 2017).

Duhigg, Charles. *The Power of Habit: Why We Do What We Do in Life and Business* (Random House, 2014).

Feiler, Bruce. *The Secrets of Happy Families: Improve Your Mornings, Tell Your Family History, Fight Smarter, Go Out and Play, and Much More* (William Morrow, 2013).

Ferriss, Timothy. *The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich* (Harmony, 2007).

Fisher, Roger & Ury, William, with Patton, Bruce. *Getting to Yes: Negotiating Agreement Without Giving In* (2nd edition) (Penguin Books, 1991).

Gilbert, Elizabeth. *Big Magic: Creative Living Beyond Fear* (Riverhead Books, 2015).

Gladwell, Malcolm. *Blink: The Power of Thinking Without Thinking* (Back Bay Books, 2007).

Gladwell, Malcolm. *Outliers: The Story of Success* (Little, Brown & Co., 2008).

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference* (Back Bay Books, 2002).

Goleman, Daniel. *Focus: The Hidden Driver of Excellence* (Harper, 2013).

Hanson, Rick & Mendius, Richard. *Buddha's Brain: The Practical Neuroscience of Happiness, Love & Wisdom* (New Harbinger Publications, 2009).

Harris, Dan. *10% Happier: How I Tamed the Voice in My Head, Reduced Stress Without Losing My Edge, and Found Self-Help that Actually Works — A True Story* (It Books, 2014).

Helgoe, Laurie. *Introvert Power: Why Your Inner Life Is Your Hidden Strength* (Sourcebooks, 2008).

Hill, Napoleon. *Think and Grow Rich* (Ballantine Books, 1987) (updated edition published by Tarcherperigee, 2005).

His Holiness the Dali Lama XIV & Cutler, Howard C. *The Art of Happiness* (Riverhead Books, 1998).

Hollis, Rachel. *Girl, Wash Your Face: Stop Believing the Lies about Who You Are So You Can Become Who You Were Meant to Be* (Thomas Nelson, 2018).

Hollis, Rachel. *Girl, Stop Apologizing: A Shame-Free Plan for Embracing and Achieving Your Goals* (Harper Collins, 2019).

Katie, Byron. *Loving What Is: Four Questions That Can Change Your Life* (Harmony, 2003).

Keller, Gary & Papasan, Jay. *The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results* (Bard Press, 2013).

Kiyosaki, Robert T. *Rich Dad Poor Dad: What the Rich Teach Their Kids About Money — That the Poor and Middle Class Do Not!* (Warner Books, 1997) (updated 2nd edition published in 2017).

Klein, Allen. *Secrets Kids Know that Adults Oughta Learn: Enrich Your Life by Viewing It Through the Eyes of a Child* (Viva Editions, 2017).

Kondo, Marie. *The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing* (Ten Speed Press, 2014).

Kozak, Arnie. *The Everything Essential Buddhism Book: A Guide to the Fundamental Beliefs and Traditions of Buddhism, Past and Present* (Simon & Schuster, 2015).

Krans, Kim. *The Wild Unknown Animal Spirit Deck & Guidebook* (Harper Elixir, 2018).

Lahey, Jessica. *The Gift of Failure: How the Best Parents Learn to Let Go so Their Children Can Succeed* (Harper, 2015).

Lee, Cyndi. *May I Be Happy: A Memoir of Love, Yoga, and Changing My Mind* (Dutton, 2013).

Lee, Cyndi. *Yoga Body, Buddha Mind: A Complete Manual for Physical and Spiritual Well-Being from the Founder of the Om Yoga Center* (Riverhead Books, 2004).

Northrup, Kate. *Do Less: Revolutionary Approach to Time and Energy Management for Busy Moms* (Hay House, 2019).

Northrup, Kate. *Money, A Love Story: Untangle Your Financial Woes and Create the Life You Really Want* (Hay House, 2013).

Peck, M. Scott. *The Road Less Traveled: A New Psychology of Love, Traditional Values, and Spiritual Growth* (Touchstone, 2003: 25th Anniversary edition) (first published by Simon & Schuster, 1978).

Price, Catherine. *Gratitude: A Journal* (Chronicle Books, 2009).

Rath, Tom. *Strengths Finder 2.0* (Gallup Press, 2007).

Redfield, James. *The Celestine Prophecy: An Adventure* (Warner Books, 1997).

Robbins, Tony. *Awaken the Giant Within: How to Take Immediate Control of Your Mental, Emotional, Physical and Financial Destiny!* (Free Press, 1992).

Robbins, Tony. *Unlimited Power: The New Science Of Personal Achievement* (Free Press, 1997).

Rubin, Gretchen. *The Happiness Project: Or, Why I Spent a Year Trying to Sing in the Morning, Clean My Closets, Fight Right, Read Aristotle, and Generally Have More Fun* (Harper, 2009).

Steiner, Claude & Perry, Paul. *Achieving Emotional Literacy: A Personal Program to Increase Your Emotional Intelligence* (Avon Books, 1997).

Sterner, Thomas M. *The Practicing Mind: Developing Focus and Discipline in Your Life — Master Any Skill or Challenge by Learning to Love the Process* (Mountain Sage, 2006).

Vanderkam, Laura. *Juliet's School of Possibilities* (Penguin Audio, 2019).

Warren, Rick. *The Purpose Driven Life: What on Earth Am I Here For?* (Zondervan Publishing, 2007).

Children's Books & Resources

Coombs, Kate & Laitinen, Anna Emilia. *Breathe and Be: A Book of Mindfulness Poems* (Sounds True, 2017).

DiOrio, Rana & Wheeler, Eliza. *What Does It Mean to Be Present?* (Little Pickle Stories, 2010).

Hanh, Thich Nhat. *A Handful of Quiet: Happiness in Four Pebbles* (Plum Blossom Books, 2012).

Little Pickle Press, whose mission is to create media that fosters kindness in young people:
www.littlepicklepress.com.

Plum Blossom Books, which publishes books on mindfulness for young people and the grown-ups in their lives:
www.parallax.org.

Audiobooks

Many of the books I've listed above I listened to using one of the apps below. There are also a few books that are only audiobooks, available as "Audible Originals."

Audible.com: www.audible.com.

Hoopla app (if your public library utilizes it): www.hoopladigital.com/.

Libby app (if your public library utilizes it): <https://meet.libbyapp.com/>.

Overdrive app (if your public library utilizes it): <https://app.overdrive.com/>.

The Man on the Mountaintop, by Susan Trott (an Audible original) (Audible, 2017). Available for free with Audible account or free trial at <https://www.audible.com/pd/The-Man-on-the-Mountaintop-Audiobook/B075Y4SWJ8>.

New Family Values, by Andrew Soloman (an Audible original) (Audible, 2018). Available for free with Audible account or free trial at <https://www.audible.com/pd/New-Family-Values-Audiobook/B07KCPR91G>.

Meditation & Mindfulness

21 Days of Meditation, by Aaptiv, available at Audible.com for subscribers. Available for free with Audible account or free trial at <https://www.audible.com/pd/21-Days-of-Meditation-Audiobook/B07LBXPKZ5>.

Headspace app: contains a great beginner's 10-day guided meditation program called "Basics"; there's a subscription charge if you want to keep using it after completing the "Basics." Available at www.headspace.com. Download at the Apple App Store and Google Play.

Let's Meditate app: free guided meditations of varying durations that can be downloaded for offline use. Download at Google Play.

Stop, Breathe & Think: Meditation and Mindfulness app: free guided meditations of varying durations; each session starts with a check-in on how you feel physically, mentally, and emotionally so the app can make recommendations on which meditations would be helpful. Available at www.stopbreathethink.com. Download at the Apple App Store and Google Play.

Cyndi Lee: www.cyndilee.com (meditation courses, training, and information)

Thich Nhat Hahn Foundation: thichnhathanhfoundation.org (Escondido, California)

Valley Spirit Wellness Center and Cooperative: www.valleyspiritcoop.com (Washington, Connecticut)

Zen Buddhism: Simple Wisdom for Happy Living: www.zen-buddhism.net.

Yoga

Cyndi Lee: www.cyndilee.com (yoga courses, training, and information)

Down Dog app: www.downdogapp.com. Download at the Apple App Store and Google Play.

Pocket Yoga app. Available at www.pocketyoga.com. Download at the Apple App Store, Mac App Store, and Google Play.

Valley Spirit Wellness Center and Cooperative: www.valleyspiritcoop.com (Washington, Connecticut)

YogaTX, on YouTube: <https://www.youtube.com/user/yogatx>.

Yoga with Adrienne: <https://yogawithadriene.com/>; and on YouTube: <https://www.youtube.com/user/yogawithadriene>.

Fitness

Daily Workout apps: <http://dailyworkoutapps.com/>. Download at the Apple App Store, Google Play, and Amazon App Store.

FitBit and FitBit app (wearable fitness tracker and app to log your fitness goals, including sleep, exercise, weight, and more). Available at www.fitbit.com. Download at the Apple App Store, Google Play, and Windows Store.

MindBody app (to find fitness, wellness, and beauty classes and services in your area, including yoga, meditation, massage, and more). Available at www.mindbodyonline.com. Download at the Apple App Store and Google Play.

MyFitnessPal app (food journal and database with informational blog, including recipes). Available at www.myfitnesspal.com. Download at the Apple App Store and Google Play.

Retreats and Events

Kripalu Center for Yoga and Health: www.kripalu.org (Stockbridge, Massachusetts)

Omega Institute for Holistic Health: www.omega.org (Rhinebeck, New York)

Valley Spirit Wellness Center and Cooperative: www.valleyspiritcoop.com (Washington, Connecticut)

Websites/Services/Misc.

Chewy.com: for all pet items and needs

MindMeister.com: mind mapping tool for online use via computer and app. It offers a free basic plan as well as paid subscriptions for various uses, including personal, professional, and business. Download the app at the Apple App Store and Google Play.

StitchFix.com: for clothes, shoes, and accessories

Tal Fagin at TalFusion, a Martha Beck-certified life coach: talfusion.net

TheWork.com: Byron Katie's website with free resources and information

Tidying Up with Marie Kondo (Netflix series)

Institute for Integrative Nutrition: www.integrativenutrition.com (blog with lots of useful information on health, wellness, and nutrition, and courses for health coach certification)