



Quick Tips For Busy Women: Cutting Through The Confusion And Finding Clarity

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# TABLE OF CONTENTS

*Foreword by Jody Holland*

*Introduction*

Chapter 1: Thoughts

Chapter 2: Habits

Chapter 3: Goals

Chapter 4: Schedule

Chapter 5: Home

Chapter 6: Finances

Chapter 7: Health

Chapter 8: Relationships

Chapter 9: Self

Chapter 10: Maintaining Momentum



*“How you do anything is how you do everything.”*

*~ T. Harv Eker*

The way people approach one aspect of their life is the same way they approach everything else within their life. When we procrastinate with work, we probably procrastinate with personal obligations as well. Every now and then, we hit a point in our life where we feel as though it is too chaotic and unorganized. Some of us get frustrated with certain aspects, such as fitness or finances, while some others may feel frustrated with their relationships, or careers. As such, it can feel overwhelming to identify how to bring about the necessary changes in our life.

*Quick Tips for Busy Women*, was birthed from my feelings of being overwhelmed. It felt like my busyness was taking over and truly consuming me. No matter what I tried, nothing was working and I honestly felt hopeless. When I could not handle the pressure any longer, I decided to implement real steps to get myself on the right track. Because I have been where you are, and I know you do not want to stay there, I believe it is my calling to empower you with the knowledge and skills to be productive, while taking care of yourself in the process.

Consider this, both the richest and the poorest person in the world have the exact same amount of time. The difference lies within how they choose to use their time. One of the greatest things I learned is that you must take control of your time, if you want to gain control of your life. Just like a budget, many people resist the idea of controlling time. However, the truth is, either you can tell yourself how your time should be spent, or your time will take control of your life. When you are in control, you can use your time to make choices that push you closer to your goals. All in all, time management is the best tool we have to increase our success. Without good time management, you are truly unlocking the door to failure.

There is an old Amish proverb that sums up the above concept, *“The best preparation for tomorrow is the right use of today.”* Be thankful for today, because it is a wonderful time to be alive. There are so many opportunities for growth and advancement. The problem is that so many people refuse to take advantage of these things. You, my friend, are different. You have decided to make a choice, by buying this book to start making a change in your life to move forward into your greatest potential.

Have you ever heard the old saying by Lao Tzu, “*The journey of a thousand miles begins with a single step.*” In other words, the best way to tackle those overwhelming tasks in our life is by choosing to approach it one thing at a time. Think about it: If I asked you to walk seven straight miles on Friday, most of you would think that I am insane. However, if I asked you instead to walk one mile a day until Friday, that would seem a bit more reasonable. That one mile will add up though and before you know it, you will accomplish the same task but in a shorter amount of time.

The truth is, we can only take on so much, and when we overwhelm ourselves, we usually fail because of the insurmountable pressure. When getting your life back in order, it is important to tackle one thing at a time. Years ago, I told myself I wanted to write a book. Just the thought of it made me sick because it seemed like too big of a pill to swallow. Yeah, I had the knowledge. Yes of course, I wanted to share the information with every woman in the world. On the reverse side, no, I did not possess the patience to sit still for a month straight to type it all up. So instead of taking it one step at a time, I overwhelmed myself with unreasonable expectations and I gave up. I did not finish a book I was passionate about, and I almost did not accomplish this goal altogether. This was simply because I could not visualize a reasonable approach. After years of putting it off, I found a great way to accomplish this goal. I began working a little bit each day. Some days I would study my topics for an hour; other days I would write for thirty minutes, and some days I spent quiet time to reflect and process my next steps. I decided I would no longer let the feeling of being overwhelmed consume me.

I am here to tell you that this is possible for you too. I don’t want you to fail at reaching any of your goals because of your approach. I don’t want you to not succeed in life because of a lack of direction. I don’t want you to struggle because of roadblocks. I want you to be successful and to accomplish your goals. I want you to succeed, and most importantly, I want you to impress yourself.

The concept of this book is to help you to make room in your life for the things that truly matter. Reading *Quick Tips for Busy Women*, will help you to pay attention to the time-suckers in your life and learn practical tips to eliminate time drainers such as clutter, confusion, and chaos, making time for the things that truly matter. You will learn practical techniques that you can implement in your life. These are not just ideas; rather, these are techniques that I have used both personally, as well as with my clients in order to increase their clarity. When you implement these strategies, you will unlock the door to your potential and multiply your success. Most importantly, this will allow you to grab control of your life, save you a significant amount of time, and you will be able to make time for the things that matter most!

Each chapter discusses various things that impact us as women. Take time to read through each chapter. Take a moment to journal and reflect on these areas in your life. Books like these are important as they help to encourage and motivate you, and let you know that it is safe to dream, and it is possible to live out your dreams. Knowledge plays a huge role in the growth and overall productivity of individuals. Without knowledge, you can become complacent, never having the chance to learn about ways that you can improve the lives of yourself, as well as others. So thank you for taking time to educate yourself.



*“Change your thoughts and change your world.”*

*~ Norman Peale*

*T*here are a lot of opinions about the way in which our thoughts impact our lives. The truth is our thoughts become our beliefs. Beliefs are basically internalized thoughts. These are stories that we have told ourselves which we in turn embrace as fact. If you believe that you will fail or succeed, either way, you are right. It is all about what’s in your mind. After all, your mind has enormous capabilities. I am a firm believer that we are our very own cheerleader. If you do not believe in yourself, why would anyone else believe in you?

I remember being consumed in my thoughts. I would have trouble falling asleep thinking about all the things that could go wrong. The thoughts that came into my head felt like reality, and quite often they would keep me paralyzed. Eventually, I would think those things into existence, and then justify that was the reason why I thought about it all along. The truth is what you focus on grows. So choose to focus on the positive things that you want to grow in your life.

I remember in college, I had a professor tell me that statistics was the hardest class that ever existed. On the first day of class he told us that by the third class, only half of the students would still be enrolled, and by the end, it would be less than twenty five percent. While I believed him I wanted to identify a better approach so that I did not internalize what he shared with us. I chose to affirm myself every morning saying, “I can do this”, and “I will be successful”. Using these words encouraged me and because I believed the words when I said them, they became my reality. I was able to pass the class, and I was successful. This was one of the greatest lessons I learned on the power of our thoughts.

The thoughts we have create our emotional state of mind. Our thoughts affect our overall health. Living in a state of worry alone can increase your likelihood of depression. Our thoughts even influence the way in which we interact with others. No matter what the situation or circumstances may be, every action we take stems from our thoughts. Thoughts become our feelings. Together, thoughts and feelings create your life.

How we perceive an event significantly impacts our experience of it. For example, if you get in the car in the morning and say, “Wow, there will be a lot of traffic today”, then when you get in the car, naturally you will focus on the traffic. This then confirms what you were thinking. Similarly, you could say, “Today when I drive to work, the sun will be

so pretty.” When you get in the car, you will focus on the sun and it will indeed be impressive. Now you have shifted your thinking from frustrated to content.

What you focus on will grow. If you focus on everything negative, you better believe you will notice each and every negative situation. When you have thoughts that are negative, challenge that thinking. Do something different to automatically change your thinking. Jump, run, laugh, but do something that immediately changes your thought process.

Break those voices down and put them into submission to your desires. We all have experiences that take place in our life which shape us, either for better or worse. If we don't handle those unconscious thoughts, we become victim to our thoughts. Negative thinking can hold you back in so many arenas (i.e., careers and relationships). This is why it is imperative that we get a handle on our thinking. This will not be easy all of the time. The more you practice changing those thoughts, the easier it becomes. Therefore, keep practicing even if it doesn't feel like it is working. You did not create that negative thinking overnight. Let's be honest — it happened over time, even if you don't know how. Therefore, challenging that thinking will also take time. Be patient with yourself and your thinking. Also, remember that practice makes perfect.

Your circumstances will not change unless you first change your train of thought. If you focus on feeling good, this will help you to find those things in life that contribute to you feeling this way. Your happiness is in your hands, and it all begins with a thought!

Your beliefs play a major role in how you view yourself and others. Your beliefs shape who you are as a person. If you ever want to live a fulfilling life, you have to conquer your thoughts. This can only happen if you take time to truly connect with yourself and reflect on who you are and who you desire to be.



## WAYS TO WORK ON CHANGING YOUR THOUGHTS

1. Each time you think something negative, immediately replace it with a positive thought.
2. Practice gratitude activities, as this will help you to look at the bright side of things and become more optimistic.
3. Write down negative thoughts and rip them up. Write down positive thoughts and post them somewhere you will see them often.
4. Recite positive sayings.
5. Be kind to both yourself and to others.



In order to truly change your thoughts, you have to flood your life and your brain with all of the good things you can think of. Think of the things in your life that you are proud of. Think of the things around you that are good. Look at your surroundings and smile. When you practice focusing on the good, it creates an attitude of gratitude.

The truth is that practicing positive thinking far outweighs the opposite. When you practice this sort of thinking, you give your brain time to relax instead of being overwhelmed or consumed in poor thoughts. You allow for yourself to be more productive.

Take time to evaluate where the negative thinking comes from. I personally dealt with being a pessimist my entire life. I always saw the glass as half empty. Yes, it was a habit, but part of it was security. I realize that seems weird, so I will explain. I always felt that if I thought of all the bad things that could happen, when they actually came true, I would be able to cope better. That was probably the most inaccurate thought process I have ever had. I was never prepared for when bad things happened, and I spent so much time being miserable just waiting for something to go wrong. I had to learn that in life, I will be let down, but if I remain optimistic, the letdown won't hurt as bad. I have now been able to search for the silver lining in each situation. I have learned to make lemonade out of lemons, and I have learned to smile when the world tells me I should cry. This attitude of positivity has gotten me through some of the worst situations you could possibly imagine.

Too often, we live in a state of worry or depression. Depression comes from thinking about our past. Worry comes from living too far in the future and being concerned about all of the "what if's." My final step is to just enjoy the moment. Take time to be present and smile. Realize all of the great things that are happening in the here and now. This very



moment and this very second will NEVER be relived. Genuinely enjoy it.

### F.R.E.E.

*F* - Flood your brain and life with good things

*R* - Recognize the benefit of being optimistic

*E* - Evaluate where the negative thinking stems from

*E* - Enjoy the moment

### REFLECTION

What did you learn about the impact your thoughts have on your life?

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What are three ways you can F.R.E.E. up your thoughts?

F \_\_\_\_\_  
R \_\_\_\_\_  
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What can you say to affirm yourself?

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