

Creating Your Own Time

A guide for visual artists



Activity Worksheets

From The Artists Business Lounge

AMANDA VAN GILS

CREATING TIME: ACTIVITY



SUPPORTING YOUR GOALS

THINGS THAT I AM DOING THAT
SUPPORT MY GOALS AND THAT I
WANT TO CONTINUE DOING

A large, empty rectangular box with a light gray background, intended for writing down activities that support goals and are worth continuing.

THINGS I WOULD DO TO SUPPORT
MY GOALS THAT I AM NOT
CURRENTLY DOING

A large, empty rectangular box with a light gray background, intended for writing down activities that would support goals but are not currently being done.

CREATING TIME: ACTIVITY



LISTEN TO YOURSELF - THE REFRAME

INSTRUCTIONS: Identify limiting beliefs that are holding you back and rewrite that belief in a way that is positive.

For example "Artists don't make money, so I can't expect to" **may become** "I am enjoying learning how other artists make a good living from their work and putting into practice what I am learning, so that I can support myself through my art as I deserve to." Or

"Being an artist isn't a 'proper job'" **may become**

"Artists have lifelong careers and commitment that is within their control. Being an artist is a wonderful 'job' and I am so glad it is my job"

NEGATIVE PHRASE



REFRAMED PHRASE

NEGATIVE PHRASE



REFRAMED PHRASE

NEGATIVE PHRASE



REFRAMED PHRASE

NEGATIVE PHRASE



REFRAMED PHRASE

NEGATIVE PHRASE



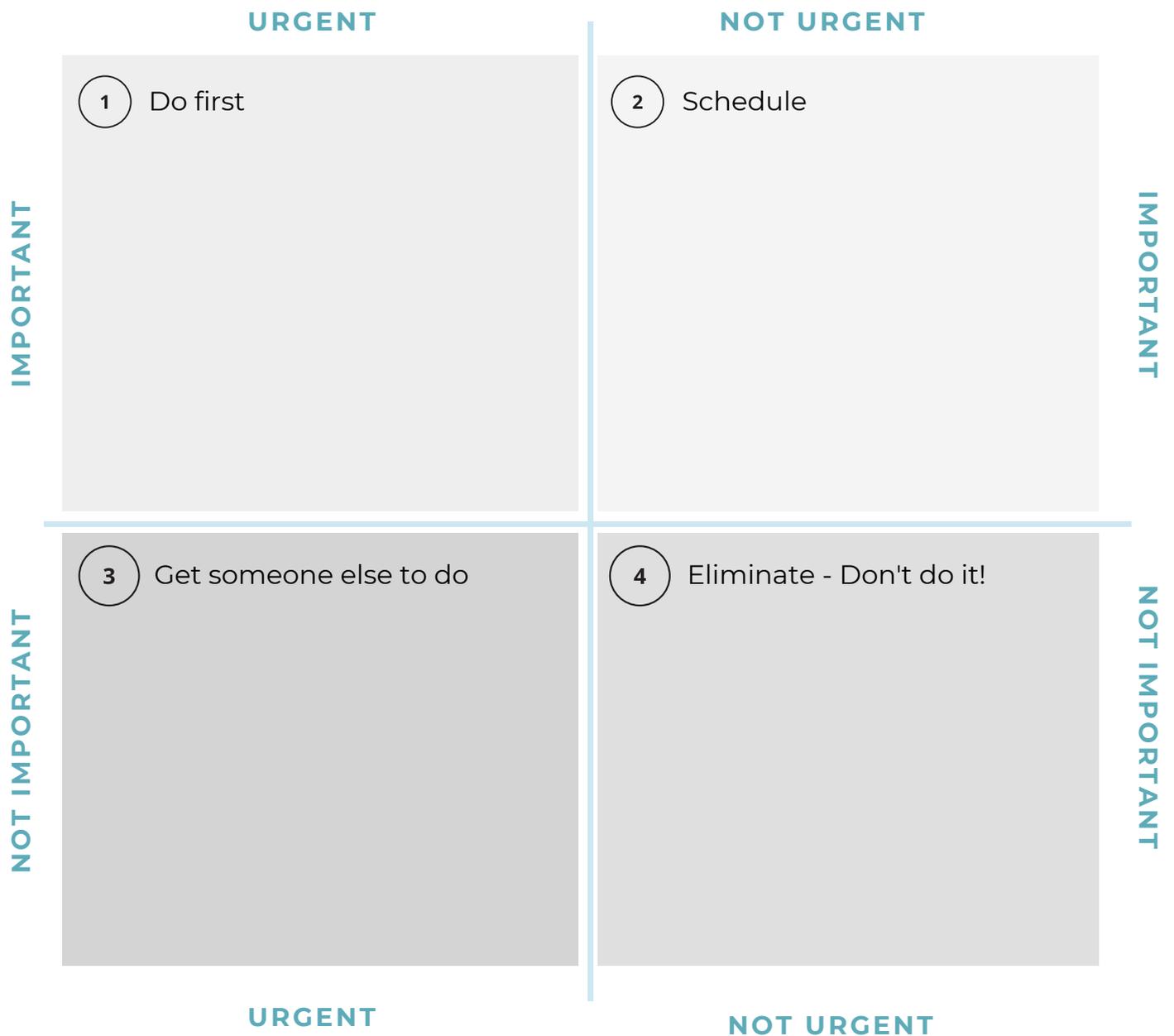
REFRAMED PHRASE

CREATING TIME: ACTIVITY



EISENHOWER BOX: URGENT VERSUS IMPORTANT

INSTRUCTIONS: don't know what to do next? Or do you keep getting distracted by things that aren't really important? Use this box to write down your tasks so you can focus on what matters.

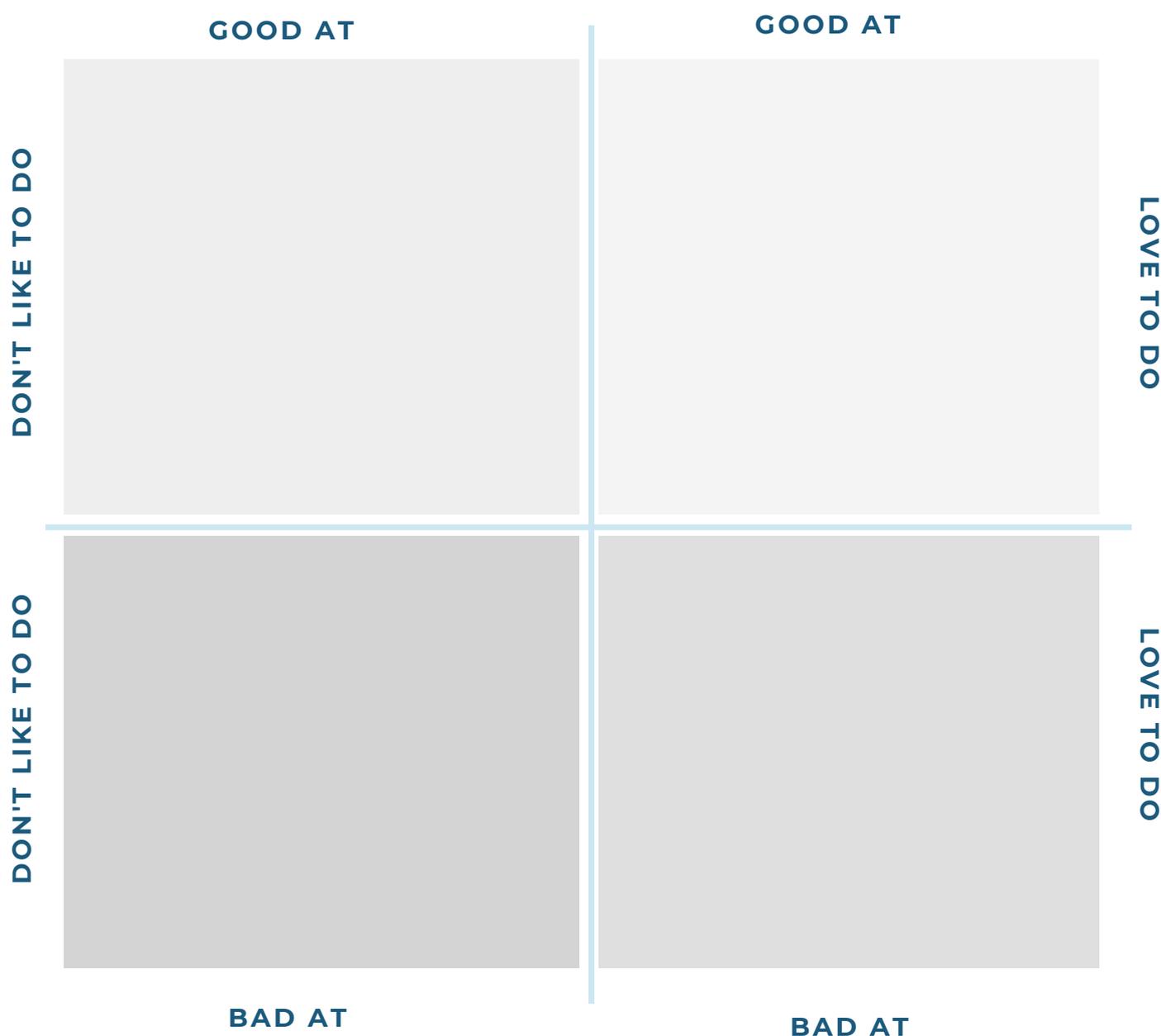


CREATING TIME: ACTIVITY



WHAT TO OUTSOURCE FIRST

INSTRUCTIONS: You want to focus the majority of your time on high-value activities and the things you like to do, or that are important for you to do. Plot into the relevant quadrant the things you do or need to do in your art career (business) so you can make decisions about what to outsource first.



CREATING TIME: ACTIVITY



IDEAL START OF DAY ROUTINE

ACTION: Imagine the perfect morning routine that would set you up for a productive, joyful and creative day.

What time do you get up?

What do you do and in what order?

Write out your ideal routine, tick any aspects you are already doing, and see which aspects you can start to introduce into your days.

A large, empty rectangular area with a light gray background, intended for the user to write their ideal morning routine. The area is bounded by a thin white line on the top, left, and right sides, and a thin white line on the bottom side.

CREATING TIME: ACTIVITY



IDEAL END OF DAY ROUTINE

ACTION: Imagine the perfect evening routine that would set you up for a restful sleep.

What time do you go to bed? when do you turn off electronic devices?

What do you do before you go to bed? In what order?

Write out your ideal routine, tick any aspects you are already doing, and see which aspects you can start to introduce into your evening routine.

A large, empty white rectangular area intended for the user to write their ideal evening routine. The area is completely blank and occupies most of the page's vertical space.

