TIME MANAGEMENT AS A COMPONENT OF LIFE-CREATION IN THE SYSTEM OF SPIRITUAL AND INTELECTUAL UPBRINGING AND TEACHING

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Life is our time, and managing one’s life, one’s destiny is time management (one has goals, plans, and one knows what one wants to spend the time of one’s life, one’s energy, one’s money on). After all, managing one’s destiny is managing one’s time and one’s inner state. Time is one of the basic values of life — it cannot be returned, bought or taken away. Time management — effective time disposal, planning, organization of life — together with the management of life situations, fate management — is the basis of life creation, which can and should be taught to young people. The ability to live according to plans is what distinguishes a strong person (integral, active, decision — action — result) from a weak person (contradictory, inert — does what he/she wants momentarily and gets accordingly). A modern person in one way or another thinks about the question of how to properly dispose of this value — the time of his life. Therefore, the education system should pay significant attention to the issues of learning to manage one’s life time from school, starting with understanding the value of time and adequate attitude to it. The study of these issues is an important, significant part of a person’s preparation for life and should begin in secondary school and be consolidated in higher school as a holistic system of teaching life-creativity. Based on the analysis of known and own researches, the author offers a set of questions on teaching time management as part of the system of teaching life-creativity in secondary and higher schools. The proposed methodology includes training in solving problems of goal-setting, formation of life rhythms, planning and keeping a diary. The study of this set of issues should be organized in such a way as to cover the cycle of formation of persistent beliefs in the mind: understanding, motivation, skills, actions, results, reflection. It is important that at each turn of the learning spiral the trainees receive tangible results and inner satisfaction, then the motivation and aspiration to achieve even more significant results increases. The introduction into the education system of the tasks of teaching life creation and, in particular, the integrated approach to time management will prepare the young generation for independent life at a much higher level, will instill confidence in the future, relying on their own strength, personal qualities, will allow consciously build their lives, realize the best possible fate. The proposed integrated approach to time management, the given recommendations on motivation of pupils/students and understanding the logic of processes, as well as principles, rules, techniques and algorithms will contribute to the further development of methodological materials and textbooks for their implementation in the educational process.

Keywords: time management, personal development, destiny management, goal-setting, life rhythms, life planning, personal diary.

Man cannot change the course of time. But it is in his power to change his attitude to time. Start to appreciate it, to use it effectively — with maximum benefit in work, communication, recreation. Instead of lying on the couch, burning time at the screen of “zombie TV” or game addiction, etc., it is much more interesting to lead an active busy lifestyle useful for health, both physical and psychological, mental.

To manage time does not mean to slow it down or speed it up, but on the basis of personal development to manage to do much more and better in the same time intervals (and then time is as if slowed down for a person). To travel, to communicate with interesting people, to immerse oneself in creativity, etc. (and then time as if accelerated flies by imperceptibly, but with a huge baggage of unforgettable pleasant sensations, inspiring impressions that live in the memory for many more summers).

Ideally, a person, like an experienced pilot-racer, goes through life: he knows the route, he knows where the turns are, where you need to slow down, where you can accelerate and move with maximum speed, he clearly knows where he is going, where to stop, where to stop (cafes, restaurants, walks, museums). He clearly knows where he is going, and he enjoys the ride.

The opposite picture is a problem related to time: a person, like an inexperienced racer, is always in a ditch, speeds up where it is not necessary, takes on unbearable responsibilities, obligations; or he does not know where he is going to go (a person has no goal in life), — so somewhere, suddenly something will want (if you do not want it today, you may want it tomorrow), no goal is set, — and suddenly you will not want it. It is usually said about such people: “No wind will be tailwind to a sailboat without a goal”.

Life is our time, and managing your life, your destiny is time management (there are goals, plans, and a person knows what he wants to spend the time of his life, his energy, his money on). After all, managing one’s destiny is managing one’s time and one’s inner state [1, 2]. Therefore, the education system should pay significant attention to the issues of learning to manage one’s time of life from school, starting with understanding the value of time and adequate attitude to it.
Time management is devoted to a lot of scientific and popular scientific works, various courses, trainings, videos.


**Time management** is a science of how to properly manage your time, using it as efficiently as possible, how to be the most productive and spend a minimum of resources in the bundle of time, energy and material resources.

**Time management, time organization** in the practical aspect is a technology of time organization and increasing the efficiency of its use — a set of methods of optimal organization of time for the execution of tasks, projects and calendar approaches. Many such methods, individual techniques and methods of time management have been developed. Typical approaches to time management are setting priorities, breaking down great tasks and projects into separate actions and delegating them to other people. The most widely used [7, 8]:

– “Eisenhower Matrix” technique (realized by setting up a system of priorities and categories);
– the “Timekeeping” technique (accounting of time utilization);
– Pareto method (80/20 law — 80% of tasks can be solved in 20% of the time spent; the remaining 20% of tasks are spent 80% of the time spent);
– self-management is an independent organization of a person’s own time (Kate Kynan);
– ABC-analysis;
– “Tomato” method (Francesco Cirillo) and others.

The aim of the article is to propose, based on the analysis of the known and own research, a set of issues on time management training as a part of the system of life education in secondary and higher schools.

Mostly the issues of time management are considered in the system of post-diploma education and self-education at various courses, seminars, trainings both separately and in terms of professional development. In the system of higher education these issues are studied as a part of various management directions. In the system of secondary education these issues are not considered almost at all. In our opinion, this is not fair and does not correspond to the importance of time management issues for the formation of personality in each pupil and student. We believe that the study of these issues is an important, significant part of a person’s preparation for life and should begin in secondary school and be consolidated in higher education as a holistic system of life creation education [1].

In addition, often a set of issues related to time management is considered in a fragmented way, which reduces the effectiveness of their application, and low results of implementation in addition reduce the motivation for their further mastering.

Research has shown that a set of time management issues should include:

– goal-setting tasks;
– formation of life rhythms;
– planning;
– keeping a diary.

The study of this set of questions should be organized in such a way as to cover the cycle of formation of persistent beliefs in the mind: understanding, motivation, skills, actions, results, reflection. It is important that at each turn of the learning spiral trainees receive tangible results and inner satisfaction, then the motivation and desire to achieve even more significant results increases.

**Time management** — effective time management, planning, organization of life — together with the management of life situations, fate management — is the basis of life creation [1], which can and should be taught to young people. The ability to live according to plans is what distinguishes a strong person (integral, active, decision — action — result) from a weak person (contradictory, inert — does what he/she wants momentarily and gets accordingly). After all, even a poorly educated person, if he does everything necessary, achieves goals.

Let’s consider the proposed set of questions on time management in detail by parts.

1. **Goals: basic principles, methodology, tools**

Goals in every person’s life are very important. When a person has significant goals, his consciousness is activated (it is necessary to think how to achieve goals, etc.), he gets motivation for life, for activity (thinking, actions, deeds, etc.). Without goals and motivation, a person usually refuses many opportunities (sometimes simply does not notice them), does not even make attempts to achieve something, to break out of routine, out of the rut (does not see the point). Consciousness in such conditions of unclaimedness fades away.

**The main life goals** (service to society (the Highest), development, self-realization, relationships) and their supporting (money, leisure, life) form the general way of life of a person [9].

**Aimlessness** — devaluation of life. Aimless people are more likely to become victims of accidents, a tool in the wrong hands. If a person does not realize his own goals, he always willingly or unwillingly realizes someone else’s goals. A philistine is constantly subject to external circumstances, someone else’s influence and this justifies all his failures, his inadequacy: he started to do something, almost something did not work out — he gave up, went for something else, and on the way there are a lot of temptations — he did not get there, and even spent on...
trifles, etc. Aimlessness — chaotic in the rut, routine, monotony, home → work → home, little good, more trouble, and on the horizon — only a hill with a cross.

The appearance of goals indicates, first of all, that a person is becoming an adult. If he does not have goals, he cannot logically be considered a spiritually mature person. Human life is three main stages. The first stage is formation: he has no goals, he does not know how to hold a spoon yet, he is taught how to live by his parents, who pass on to him what they themselves have learned. A person gains knowledge to understand how the world works, how life is organized, and the question arises: “What place do I need to take in this world?” The first stage of human formation ends successfully when a person puts a question to himself: “I am entering the world of adults, — what place in this world will I occupy, and what should I live for?”, — the stage of self-knowledge is turned on. The second stage of formation ends when a person finds answers to these questions: “Who am I, what am I living for, what should I do in this life?”. When the answers appear, a person becomes an adult, and then the third stage begins — conscious self-realization. The presence of goals indicates that a person has become an adult. He is ready to make commitments and to be responsible for these commitments. If he is not able to make commitments, set goals and achieve them — spiritually he is a child, regardless of the years of age. A person becomes an adult when he makes commitments and fulfills them. If the goals are worthy, then a person is ready for adult life, he is ready to walk worthily through life, if there are no goals, then he is not ready to walk through life, he is ready to float by chance, like a log floating on the stream.

The consciousness of a person and his destiny are controlled by three main forces: these are goals — where he directs his ship of life; the second force — these are methods and ideals (value system), which he is guided by; and the third force — this is an external influence (people: authorities, relatives, etc.; society: social programming, etc.; Higher forces: patrons of the soul, Karma, God; astrology: the influence of stars, constellations, etc.). [10, c. 24-35].

When a person learns to work with goals, plans (gradually — from one day to the whole life), he gets the keys to the power over himself and his destiny, the meaning (justification of life) and motivation for a long and happy life. In essence, goal setting, planning is a person’s decision making: “I want it this way”, “I understand how”, “I am ready to act”, “I will definitely achieve it”. A person consciously builds his life, he always has something to do, he begins to value the time of his life, not trading it for trifles, and this brings him closer to his goals. Therefore, in our opinion, it is very important to form the right responsible attitude to life, to life goals from childhood.

Goals imply three important aspects that need to be understood and taken into account. First, it is a result — a person wants to occupy some position in society or develop abilities, qualities, etc. Second, it is a path — one can come to the result by different roads, using different methods — by what deeds a person is going to pave the way, in what state of mind, what he/she will feel (shame or pride, etc.). Thirdly, it is a way of life — how a person will distribute his time, whether there will be room in his life for joy, for happiness, or whether it will be a continuous race and driving in the end, i.e. how the movement to the goal will affect the rest of life, whether it will be harmonious, whether there will be an opportunity to enjoy life [11].

Working with goals ultimately brings rewards that a person reaps. The result, often, will not be immediately the way a person imagines it, even if it will be a little less, but in any case it will be much more than if a person wandered through life aimlessly, floating downstream. It also happens that a person starts to set timid goals and gets much more than planned. In any case, if a person has no goals, he has not chosen the path he will follow, he cannot get anything significant in life. If a person does not set goals, does not invest efforts, he does not deserve gifts from fate. He just lives — well, plants live, he runs, fuses — well, animals run, fuss, bask in the sun, show some emotions. A human being differs by the fact that he has reason, the ability to set high goals, to awaken lofty aspirations in himself — in this case he is a man.

The very way and way of life. For example, if a person wants to take the path of spiritual development, he has an opportunity to awaken something, to reveal something in his inner world. He chooses a profession, a specialty — he enters the corresponding process, and corresponding situations begin to arise in his life. For example, a journalist has constant meetings with new people, business trips and travels. A person chooses a goal, and this goal corresponds to the events that will happen to him: what he will manifest in himself, what he will experience, what he will witness, what impressions will be in his mind — this, in the end, is the life he will live. Whether it will give him respect for himself, whether it will be full of impressions, peace, harmony, or all his life he will have no time, he will have to hustle and bustle, and by the end of the way he will have nothing to be proud of. The choice is up to the person.

There are no unattainable goals — each goal is an appropriate amount and quality of effort. In addition, achieving the goal depends on mastering the necessary knowledge and the presence or formation of personal qualities. These two factors, in fact, determine a person’s readiness to set and achieve goals [11].

In terms of knowledge, three directions should be distinguished.
First, a person should understand the whole: what, in fact, can be chosen from, what exists in life, in the world, for the sake of what people live, the most important for the sake of what it is worth living himself. If there is no general picture, it is difficult to choose: it will be an incomplete choice, at random or an uncertain choice (yes or no). For example, when you need to buy a household appliance, you should first familiarize yourself with what types, brands, models are on the market; then you study how they differ from each other, what characteristics they have, what is important, what is secondary; then it is advisable to look at expert reviews and user feedback; get advice from managers, determine for yourself the price range and only after that make a choice that it is worth buying. In this case, an informed, reasoned choice appears. It is the same with the choice of any goals — you need to know what exists, how it differs, what is available now, what is later.

Secondly, cognition of oneself: what one enjoys in life, what one is more inclined to, what one has abilities and opportunities, limitations, aspirations of the soul. For example, what kind of science he likes more — exact or humanitarian, what way of life is closer to him — scientist, businessman or musician, what kind of person he wants to become taking into account his abilities and potential. Depending on this, it is clear what makes sense to look at, what is not worth looking at or is simply unrealistic for the time being.

Third, understanding of the essence of personal qualities and methods of their formation, because personal qualities are what is needed to make commitments (first of all to oneself) and to fulfill them. One must have strength, one must have determination to go for any goal. First, there must be positive thinking: a person must believe in himself, in the possibility of changing his life, and then he can want it, he must distinguish “what is good and what is bad”. Secondly, he must understand what and how to change in himself to achieve a better life. And thirdly, he must be internally active, energized, not lazy — so that there is an interest in life (to learn and experience the best of everything), to help this — internal “lighters”, sources of joy. Among many personal qualities, the key is responsibility — for your life, for your goals, plans and their realization.

**What do goals give?**

First, if a person knows what he lives for, fire, joy and everything else positive appears in his soul — this is internal energy generated inside the energy-informational centers of consciousness [12, 13].

Second, a person receives energy from the outside, the support of the Universe through their direct protectors (guardian angel, etc.), through people around you (sometimes “accidental”) and favorable situations. A person can bathe in streams of creativity and other flows of energy depending on what he chooses, where he directs his energies — it is his choice and his deeds. The more accurately the consciousness builds an attitude to the goals, the more powerful force it receives. If a person has not found interest in life, if he has not fallen in love with what he does, then what kind of joy can we talk about. After all, to live truly means to love life in all its manifestations.

**How do goals work in the mind in the here and now?**

Firstly, the goal allows a person to concentrate his efforts on achieving the goal: the goal as a program takes command; the goal is something to be equal to, and everything that happens to a person, everything that is born inside him, everything that life offers him, the consciousness will evaluate from this position — it leads to the goal or it leads away from it; when conscious goals appear, a person starts thinking with his head, his mind becomes active, he starts calculating, calculating — this is what is there, whether it leads to the goal.

Secondly, goals set a program of reorganization, transformation of everything in the inner world: when there are clear goals — “what I want to be”, there is a clear task for the next week, year — “what I have to get rid of, what I have to form in myself”; a really responsible person begins to follow this and drop by drop remove from himself everything that contradicts his ideals, his goals. In addition to this, a person has an opportunity to receive high positive states, to enter the streams of creativity, etc. When he does his favorite work, communicates with his favorite person or pays attention to his favorite soul — he enjoys life.

Thus goals are the key issue of life and there is never much work to be done on them. If done right, a person’s heart burns, and it can be a huge fire. But it is wrong to hope that the heart will burst into flames all of a sudden — a person walks around waiting, “when will I burst into flames?” to bang and fall in love with life — that is not going to happen. It is important to start the journey from where one stands. Today a little bit more fire than yesterday, tomorrow a little bit more. For the fire to grow, one must make decisions — detail one’s goals so that they have more and more attraction. If the goals are average or not revealed, lacking faith in yourself, there will be no fire. The goals must be inspiring, clear and attractive, so that the aspirations of the soul are awakened and give powerful energy, life fire.

We can distinguish three stages of turning on the aspirations. At the first stage it is necessary to stop the pendulum of negative states and learn to live in a light state, to hold this state technically. At the second one creates an opportunity to bring aspirations to the maximum, — to learn to burn (shining look, joy, fire in the spiritual heart). On the third — to learn to burn so as to inspire, ignite others, to be a leader, to transfer your fire to others.
Goal — the end result of aspirations, quantity and quality of invested efforts.

Plan — a route to the goal, expressed in intermediate milestones (results), necessary resources and terms of realization.

Rhythm — regular repetition of certain activities at the same time within a unit of time, starting from a day — rhythms of a day, week, month, year, etc.

The main purpose of plans is to increase efficiency: to give priority to the main thing; to prepare in advance; to think about all aspects of the task in advance; to group similar tasks together; to eliminate losses — refuse everything that does not lead to the goal, replace with the necessary, analysis, conclusions (diary).

A little more about rhythms, why they are needed. First, they set the clarity, certainty of each day, week, etc. Secondly, they allow you to save and accumulate internal energy — you don’t need to constantly make decisions about what to do (thinking is the most energy-consuming process) — the main thing is to switch in time. Thirdly, they help in planning, they set a certain structure of the day (etc.), in which it remains only to specify the desired results of this or that activity. Fourth, they allow you to save time and resources, optimize processes — less surprises, unpleasant surprises. And fifthly, they help to harmonize your life — to give time to your goals in all spheres of life, to pay attention to everything.

The essence of building rhythms is the optimal distribution of life time by goals and tasks (so that everyone has enough time, including rest, transitions, etc.).

Tools that will help in working with goals and plans will be detailed for yourself: the scheme of petsals iki-gai, the pyramid of personality needs, the pyramid of goals [8], collages of visualization of goals, personal notebook of goals, notebook of plans, diary, plans-schedules, schedules of typical (based on the selected rhythms) day, week, month, etc. and other tools. The main thing is not to be frightened that it will require a lot of time. In the beginning, of course, you need to figure it all out, to find for yourself the best forms of keeping the necessary documents, to introduce them into the rhythm, to make them a habit (like breathing). But the payoff will be priceless — a life, the best possible.

A person has a chance to find happiness when he puts spiritual values on a pedestal and declares them as a goal. That is, he determines: “This is the most important thing for me. I will earn money, but the most important thing is that I love my work, that I have a favorite person, that I have friends”. Here they are, spiritual values. And if a person declares something as a goal, it implies that everything that follows, he does. He has to have a plan. A plan is to decide how to do, where to get knowledge, how to learn it, how to solve problems. But the first thing is to move it from the level of dreams to the level of goals [2, p. 75].

A goal is when a person clearly knows what he will do and why, the rest are dreams. He prescribes all the steps in detail, further thinks, plans how he will do it, then goes and does it. First of all, he frees himself from everything that can depress him, everything that paralyzes his heart, learns to be enthusiastic, radiant, learns to create an atmosphere of benevolence, trust and love around him. The goal has to be outlined, prescribed, one has to begin to put in the necessary effort, then one begins to move in this direction, one begins to study these questions. These questions are as difficult as there are few happy people around. When a person sets something as a goal, he thinks, gets information, reorganizes his beliefs, habits, emotions, everything that is inside him, in his life [2, p. 75].

Some people have a negative attitude towards goals. They perceive goals as something that will bind them, limit them, deprive them of freedom. But freedom is an opportunity to make a conscious choice — what to strive for, what to want in life. When goals are included in consciousness, the forces of consciousness become in demand — you can create, dare, make mistakes and correct them — then the game of life creation begins.

Setting goals is a stage of human maturation. A person learns something, studies the world, its laws. But he will learn this lesson only when he can decide: “I have realized that this is the most important thing for me for so many years and here I will invest my main efforts”. As long as he has not accepted it — he, like a child, is stuck either in the crawling age or in adolescence [2, p. 76].

In order for a person to walk towards happiness, he must set goals and ignite his aspirations. He must pick up exactly those images that will inspire, deeply feel that this is exactly what he needs. He must evoke such a state that without it it is bad, boring, life is not interesting. It is necessary to create bundles — pairs of opposites: one — I want, the other — I do not want; one attracts — I want with all my heart, and the other pushes in the back — what will happen if this goal is not realized. One should learn to maximally include one’s inner sources, reserves and aspirations. This is the art of mental creativity. In stereotype ideas about life there are sets of programs that kill faith concerning something. These programs must be detected and eliminated in consciousness [2, p. 76].

Not obvious to many people, but very important for every person, the meaning of goals is the inclusion of mindfulness in all areas of life. A person begins to check everything he encounters for compliance with the goals, i.e. he does not just take everything for granted, but makes a conscious choice: this leads to the goal or not, how much faster, better; this is to use or discard — instead of acting as usual, he thinks about consequences and expediency. He consciously incorporates programs to transform himself and his life. The general energy of a person changes, internal sources are included, — they
are in demand, the goals correspond to the inner aspirations of the soul. Then the whole Universe helps a person.

**The basic principles** — when goals work:

1. **Completeness of understanding** — all goals, plans and methods of their achievement should be clear, defined and detailed as they are learned, which allows the consciousness to use them effectively, and external forces to help (people, the Universe).

2. **Responsibility** — calculation of conditions and possibilities, unwavering realization.

3. **Commitment to oneself**, one’s destiny to allocate time (rhythm, systematic) and to be ready to learn, to overcome all obstacles and to perform all necessary actions.

The ideal is when a person has no significant problems, sets goals and reaches the limit of his possibilities, everything is perfect. In reality, everything will not work out that way at once, especially when there are some problems, shortcomings, prohibitions, etc., lacking the necessary qualities, knowledge and experience.

The first step should be the simplest. For example, work goals: you do not need to take a lot of factors at once, trying to fly to the shining heights, let it be a little better than it is (salary by 10% or twice as much), this is enough for the beginning, you do not need to immediately think about the tasks of a lifetime. It is better to take some separate aspect, something important, and learning, taking into account the minimum conditions, to achieve any goal, than to grab everything at once — to work yourself up and get nothing but disappointment. We choose one thing and try to achieve success in it. It is not easy to choose one thing — a person defines the bar for himself [2, p. 116].

As a person moves towards the goals, he becomes stronger and the goals become more meaningful little by little. He learns to fulfill general standard requirements: to provide financially for himself and his family, such-and-such friends, personal life, etc. He learns to fulfill general standard requirements.

At the next step a person tries to understand himself, his Soul, what it wants. Under the same external conditions (position, salary) he decides to do exactly what inspires him the most, what he aspires to with his soul. This is sometimes not easy, especially in a society where it is often necessary to have two jobs — one for the Soul and one for money.

Taking the next step, a person studies and has to understand life tasks in all spheres, plans for many years ahead, brings his life in accordance with the tasks of the soul. He enjoys the support of the Higher Forces. It should be taken into account that, figuratively speaking, soul tasks are given only three points (for many people it is extremely difficult) out of five, which a person can actually reach, taking into account his real potential. The next step is to reach the maximum, when a person reaches the limit of his capabilities. Then he can enter a constant upward flow on all goals. Then the heart sings, there are no internal obstacles, no significant problems [2, p. 117].

**2. Work on goals**

The task of the educational system is to teach to set goals and achieve them. On the one hand, they, on the one hand, should be attractive, to inspire, motivate to action, on the other hand, of course, they should be realizable, achievable, and so that each goal was a stepping stone to achieve even higher goals. If the goals are high and worthy, then life becomes interesting, love for work and other feelings are awakened, the saturation of life grows. If there are no goals, there is emptiness in the soul. Instead of high goals, for which one can respect oneself, subconscious programs come to the surface, not the best, not built, contradictory — on the basis of generic programming from childhood (like mom and dad, grandparents and others) and social programming [13].

**Goal work** involves three sequential tasks goal setting, goal realization, and goal adjustment.

**Goal setting.** Choosing goals — the most important decisions — realize the meaning of life. Goal aspirations will not suddenly erupt, they need to be fueled (today more than yesterday — everyone has a different speed): by regularly deepening the understanding of each goal and connecting images throughout the day. The goal should be clear, precise, and drawn out in detail. It should be very clear to the person what he wants, so that it was recognizable, so that in any situation he could freely answer the question — it leads him to the goal or removes him from the goal [2, p. 74-77].

**Setting goals** is the first step to achieving them, it involves thinking, energies and attraction of situations. Having goals is the first sign and condition of personality formation (otherwise — aimless existence).

Ideally (something to strive for), it is logical to adhere to the following principles when setting goals:

1. **Completeness** — to cover everything necessary for a full life: development, work, relationships, recreation, money, life.

2. **Correspondence** — to the purpose (to find and follow), the level and needs of the soul, abilities.

3. **Positivity** — correspondence to spiritual ideals, universal values.

4. **Possible maximum and realizability** — gives maximum motivation with adequate assessment of opportunities.

5. **Specificity** — it is clear what I want, what should be done by what date.

6. **From simple to complex** — first learn to set goals for the coming day and plan their achievement, then for a week, month, quarter, year, 5, 10, 30 years, for the whole life.
Obersevation of these principles is a condition for obtaining the necessary inner state (awakening of inner energy) and support (help of interested persons and forces — it is clear what a person wants, intentions are pure — ready to support).

It is also necessary to keep in mind the rules of working with goals and plans (in both cases we mean achieving some result). Here we offer only those rules that have been verified by the repeated experience of many people who have achieved the intended results, their goals, achieved significant success in life.

1. **Consistency** — setting a goal, its detailing, planning the stages of movement to it, detailing the plan to a reasonable minimum (tangible terms and results), calculating resources, allocating time (preferably in rhythm), actions, analyzing the result (movement to it), adjustments (actions, allocated resources and time, terms).

2. **Visualization** — detailing the goals, planned results in images — to see in detail yourself, who has already achieved the goal: how you look like, how and with whom you communicate, what you do, how behavior, lifestyle, available material values, other opportunities will change. A collage of relevant pictures (from magazines, the Internet, drawings), which should be placed in a prominent place to constantly remind you of the goal.

3. **Feelings** — even more importantly, what the person will feel when he/she reaches the goal (inner state, emotions, feelings, etc.) — the joy (excitement, pride in himself/herself, overcoming the path, etc.) that he/she will experience after reaching the goal, what he/she will feel when the achieved result becomes a daily norm (what will be the level of feelings, peace, confidence, responsibility, etc.). It is desirable to be imbued with these feelings (not to describe them, but to feel them) and to return to them regularly, each time intensifying them, striving to live in them.

4. **Diary** — keeping notes: analyzing the movement, describing intermediate results, your feelings, analyzing mistakes (why they happened, how to prevent them), etc. This will allow you to adequately evaluate your movement. It will allow you to adequately assess your path to the goal, not to belittle your achievements, not to justify failures.

5. **Encouragement** — celebrate victories, praise for successes. In any case (even if something failed) find at least five points that were good. Make a note of it in your diary.

6. **Regularity** — work with goals and plans should be carried out regularly in the appropriate rhythms: detailing the desired results; supporting motivation (mental fire — the source of internal energy); clarifying calculations; summarizing the steps of the plan, stages; if necessary, adjusting the timing, attracted funds, etc.

### Stages of work with goals:

1. **Selection of the goal.**
2. **Goal detailing** — to make it clear what to look for, what to strive for (easily recognizable images) and what are the selection criteria (range of indicators: what is acceptable, what is unacceptable, pitfalls, additional opportunities). For example, in terms of working conditions, relationships (team atmosphere, etc.) and pay (size, regularity, growth prospects).
3. **Concretization of the goal** is a link to reality: what is there in the city, in the country — such courses, universities in the chosen direction, such firms, etc.? — “this is where I want to go”. Including what questions to ask, what to pay attention to for the final decision.
4. **Realization of the goal** — plans and actions.
5. **Adjustment of the goal** as it progresses (turned out to be underestimated or overestimated, clarification of deadlines, etc.).

**Algorithm of goal setting:**

1. Determine for yourself the meaning of life, priorities of spheres of life activity, life goals and aspirations of the soul (needs) [9].
2. To study what there is in the world in each of the spheres, what is worth striving for in principle.
3. To concretize for each sphere (life goal) what would be desirable for oneself, what the soul aspires to (to write down in the notebook of goals — a dream).
4. Detailing each goal to a clear image, in several steps, filling each time with new details, until it becomes whole, alive, tangible, distinguishable from others — personal, and even after that periodically supplement it with new details, feelings.
5. Feel yourself, your state, feelings, attitude to life in each goal (as if you have already achieved the desired), remember this inner state and awaken it more often.
6. Visualize your goals in images, pictures (draw them yourself, find them on the Internet, etc.), make a general collage of your future life, print them out and hang them in a visible place.
7. Write down each goal by its individual components. For example, development: spiritual (knowledge of oneself, the laws of the world, intellectual, aesthetic, etc.) and energy (energy management, physical perfection, health, etc.) — what exactly to achieve, what qualities are needed for this, how to develop them (what to do), in what sequence, what indicators and evaluation criteria to use.
8. Think about the stages of movement towards the goal, intermediate milestones. For each component of the goals, outline the desired timeline for achievement. It is clear that, for example, development is endless and there is no limit to perfection, but you need to identify the most important and most tangible results that you want to achieve in the short term.
9. Complete points 1-8 within a week or a month (it is advisable not to stretch it out for a longer time, this is still an initial version that will be further developed).

10. Include work on goals in your rhythms of the week, month, and year. Regularly return to them, refine them, and add to them, taking into account the results already achieved.

In some cases, it happens that a person has a dream. And it remains a dream until the person fleshes it out. As soon as they begin to flesh it out, put themselves in specific situations, sometimes the dream falls apart. This indicates that it was an illusion, or the goal does not correspond to the true aspirations of the soul, or the person is so weak that he or she is afraid to even imagine doing something. A far-fetched dream attracted a person until it was associated with specific necessary actions.

When a person sets out to turn a dream (good wishes) into a goal, they need to understand themselves: “Will I be able to do it?” and study the situation in more detail. You need to be prepared to overcome. When a person studies the details, he or she may face a choice: either to abandon this goal, if the details turn out to be unbearable, and the inspiration disappears, and then the search for another begins; or, on the contrary, he or she is confirmed in the correctness of the choice, and every detail, every stroke to the picture, strengthens his or her state, his or her desire to do this work. If a person cannot cope with a specific probable situation that he or she imagines, with a specific task, then this burdens his or her state, he or she becomes disappointed, and then he or she needs to reduce his or her ambitions a little.

Methods and techniques for working on goals are part of a person’s overall development. Methods systematize the work, make it comprehensive, and the use of different techniques increases the effectiveness of goal setting many times over.

The end result of working with goals is making a decision — the mind has to say, “Let it be so!” — where to go, how to go, or how and why to give up something.

Decision-making is about working with information: you need to be able to collect information (know what you need to make a decision, where and how to get the information) and process it properly (analyze, generalize, systematize, model, synthesize decision options).

One of the important issues to be addressed is where and how to get information. It is important to teach them to distinguish between sources of information, to correctly assess its reliability and completeness. All sources are connected to some people, and when they say (write) something, they can tell both the truth and a lie, and sometimes unintentionally, sincerely making a mistake. If a person is offended, the likelihood that they are wrong increases dramatically. It is better to be afraid of offend- ed people. A person can deliberately distort information for various reasons: out of envy, anger, or simply out of malice (“got off on the wrong foot,” etc.). If a person’s thoughts are calm, balanced, and behavior is normal, then the likelihood that they are speaking appropriately is higher, provided that they are a generally friendly person. The less positive a person is, the more sophisticated and cunning their traps will be.

The main sources are the Internet, books, the press, and the environment. You need to define the main issues for yourself: first, to form a general picture in the sphere of life under consideration; then to understand the various details, details; consider the possibilities in the available proximity; choose the option that inspires you the most; determine the conditions and necessary efforts to achieve the desired. This needs to be taught.

For example, in self-realization (work), a person chooses a field of activity and forms a picture in general — how many companies are engaged in this (what is the competition), what are the average conditions, benefits, remuneration, prospects, and other statistics. It is useful to read articles where people talk about the situation, pitfalls, what and how you can be deceived, etc. If, for example, you receive a flattering offer to go abroad, you should observe elementary safety rules: check whether the company is registered or not, read reviews on independent websites, whether a work visa, insurance, etc. guarantees are provided. The task is to overfill yourself with information: some sources are websites, magazines, articles, newspapers, books, etc.; others are connections, communication with people — a person who has information can reduce the search time, give ready conclusions.

It is important to have someone superior (a mentor, an authority) who is able to give a look from above, what a person is doing wrong. The view from above should ideally be from a spiritual mentor, a person who has already traveled this path and sees much more from experience. In addition, it is good to have a team of people close in spirit, with whom one can have “fizzling meetings” of the whole kind of discussions, brainstorming sessions. As soon as a person closes himself from a mentor, from communication with peers, he is deprived of new information, of what life, the Higher Powers are trying to convey to him through such people. And as soon as a person closes himself off — whether it is pride or complexes, it does not matter — from receiving information that can renew him, that affects his problems, that cleanses these problems, so immediately the problems grow, there is no outside view, there is no motivation for changes, a person starts to go out, to go the wrong way, and, eventually, everything ends in a bad way.

Information processing tasks: remove distortions, eliminate all subjective opinions, systematize everything that is received, lay it out and draw conclusions, which will be the basis for the final decision. It is good to have criteria — this is what makes it easier and faster to select the necessary and reject the unnecessary.
In terms of methods of working with information — there are two main directions: logical and meditative. They do not replace each other, in a good version should complement and reinforce each other. In any case, the final word should remain with the intellect. In meditation one has seen something, felt something, received some clues, but ultimately the intellect (the head of government) must approve the decision. The intellect is understanding, logic, and meditation is mostly sensations, additional possibilities of information. Ultimately, the decision is made by the intellect based on logic and the promptings of the spiritual heart. Meditative techniques greatly expand the possibilities, both in receiving information, in receiving hints, and in making decisions — one can directly receive answers from one’s consciousness, from the subtle world, why “yes” or why “no” according to the options worked out by the intellect.

Both logical and meditative methods involve three steps: selecting a goal, detailing it, and following through.

**Goal selection** (pre-decision). The goal is to see what opportunities are real or potential and make a choice based on the minimum amount of information necessary (after all, you can spend a lifetime learning what opportunities are out there in the world) in order for what appeals, then to explore in more detail and depth where one would like to go. In order to move to the next step, there are key points: for some people the process itself comes first, for example, to make it mandatory to be creative — it’s boring without it, for some people money comes first, for some people relationships, something else.

There are key points, how the choice is made — there are two main options: for more self-confident people and for less self-confident people.

The first option — a person goes from aspirations. He has little interest in what he lacks at the moment, any limitations do not affect him to a significant degree, do not block his aspirations. He wants to understand what his soul calls him to, what his patrons give him good for, and he tries to understand through meditation, through the reaction of his soul, what lights him up most of all in this life. The task is to understand what one truly wants. Such a person needs to understand what is worth living for. Everything else — he has no problems to learn something, to do something, to change something in himself. His principles: everything that is necessary — I will do, I don’t know how — I will learn, I lack — I will get it.

The second option for less self-confident people — from opportunities. Such a person evaluates his strengths, knows his weaknesses and looks, with the potential that he has now, what else can be obtained in life. He moves forward as internal changes occur, as his potential is accumulated, as his consciousness is cleansed of weaknesses and negativity, as it is strengthened — there is some potential, and a person acts according to the principle “why am I worse than others”? There are people much weaker, more stupid, but who have more. Why not get more out of life as well? Of course, it will require searching and efforts, and fundamental decisions, but a person clearly realizes that it is within his possibilities. If it is necessary to change something in yourself, then little by little, consistently. Only confidence (belief in oneself) allows or uncertainty (disbelief) does not allow to achieve more.

The technique for the first option is mainly meditation, the aspirations of the soul. For the second — mainly common sense, logic — you need to look, think, what can be better than now.

**Detailing** is a deep understanding of the goal, studying details to achieve maximum depth of understanding, first, of the goals themselves, and second, of the conditions of their achievement. By goals, the task is to create recognizable images, so that they are not amorphous, but quite tangible, concrete. There should be qualitative and quantitative assessments of these images. And when a person undertakes something, it is desirable to know under what conditions he will refuse it, under what parameters he will say that it is not my option. For example, for work, whether a person agrees that his self-esteem will suffer, or whether he agrees to deceive others, if he is suddenly offered it. That is, it is desirable to know clearly what reasons would make him give up a particular goal. A person has made a decision: this is right, I put up with it, here I will overcome myself because it is a disadvantage, here — I can’t yet (maybe it is also a disadvantage, but if the load exceeds the allowable load, he simply can’t cope). When clear programs are formed — how to respond to such an unworthy proposal, and there is a readiness to defend one’s position or to change the goal, then certainty appears and the consciousness stops worrying. Conditions are what will be required for the goal to come true: so much time, so many means, such effort, such opportunities are real or potential and make a choice based on the minimum amount of information necessary (after all, you can spend a lifetime learning what opportunities are out there in the world) in order for what appeals, then to explore in more detail and depth where one would like to go. In order to move to the next step, there are key points: for some people the process itself comes first, for example, to make it mandatory to be creative — it’s boring without it, for some people money comes first, for some people relationships, something else.

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**Further work with the goals:**

1. **Connecting to consciousness**, so that the whole consciousness strives for goals and wants them, and is ready for the situations to go through. On the one hand, to connect goals to one’s own consciousness is to ignite the aspirations of the soul. On the other hand, connection to a situation implies that goals gain power when a person does something and does not forget what he does it...
for — it means that his central control panel constantly sends commands what to do, in what direction to think: to relieve tension, to turn off worries, to kindle the fire of the soul; fear appears — to extinguish it. Then everything that happens is evaluated from the point of view of progress towards the goals, and not in such a way that the goals are separate and real life is separate.

For a person to want to do a particular thing, it is necessary to love it, to understand what it is done for, and to evaluate what is happening from this point of view — how to find the right solutions, approaches to get closer to the goal, and not to let any habitual weaknesses, stupidities take you away from the chosen goal. In this case, the goals gain strength, they become real. Otherwise, goals are separate to look beautiful in dreams, and real life is separate. If a person here and now does not remember for the sake of what he does something, does not evaluate from the position where it will lead him, then he, logically, will not achieve the goal, he is weak, not thinking, allowing problems to influence decisions.

2. Planning and Adjustment. To go to the goals, one must work on them more or less constantly: stop, summarize; if necessary, make changes in the goals themselves, in the plans, etc.

3. Perspectives. The more developed the intellect and consciousness in general, the earlier the perspectives begin to work for a person. Even the initial choice of a goal can go with a distant perspective for decades. When the intellect rushes towards a long-term goal, all intermediate goals begin to work in unison, as another additional stimulus, where further actions should lead a person later. Therefore, when going to one’s goal, one should take into account in what direction to act, so that not only this goal, but also the subsequent ones become closer, become more real. The general rule is that what is done now should be a springboard for an even better future. Therefore, the earlier a person sees the prospect, the better.

Perspective goals. Suppose a person has worked out his goals for several years ahead, — for some available time horizon. It is necessary for him to imagine that he has already lived these years and achieved the planned — what next? Will life stop? He should try to feel himself as that new person, with a new baggage of knowledge and experience, with better qualities, abilities and opportunities. What will the soul strive for next? These, in fact, will be perspective goals. The method of choosing them is the same. They may not be as specific as the current ones, but they are also important. We need at least vectors of further movement.

First of all, having perspective goals additionally motivates to overcome current difficulties and helps to achieve current goals. For example, for health — a person imagines himself as a mature person who is lush with health — then what should be done for this purpose now: what bad habits weaken health, what useful ones should be instilled in him.

Secondly, subconsciously a person will prepare himself for new horizons. Or maybe consciously. For example, he plans to abruptly change the sphere of activity. Why not do it now while his hobby, at least partially, giving so many hours a week, as much as there is an opportunity, mood and desire. He can form the necessary attitude, become a connoisseur, become an amateur, learn to love what awaits him, study the details, understand what laws operate there, what is the hierarchy, the steps, what are the prospects, what are the rules, the current state, etc. Can little by little create the necessary conditions for the subsequent realization of prospective goals.

Adjustment of goals is necessary when their achievement begins to fail: plans are disrupted, the state deteriorates, etc. Often it happens because of violation of the principle of conformity to the level and capabilities of a person or in case of inconsistency of the methods of achieving the goals. A common condition for adjusting goals is when long-term efforts do not yield results (months and years, the more significant the goal, the longer the path), the reaction of the environment (it is normal when allies are in favor, opponents are against).

Reasons for changing jobs: futility (inefficiency of the organization — not interested in initiative, reaching the limit of growth); dissatisfaction (no creativity, not happy, I want more); inadequate remuneration.

Reasons for changing relationships — futility: business — no mechanisms for learning and change, no opportunity to speak openly, admit mistakes; personal — inability to give, listen, thank, etc.

Adjustment of goals implies their clarification (some details, terms, etc.) or replacement (just refusal is bad for destiny): increase of significance and positivity (encouraged) or decrease in case of unreality or strong overestimation (tearing). Indicator of compliance — reaching the maximum potential of the soul in a natural rhythm without overdoing (overloading, rushing, disruptions, etc.) or underestimating (uninteresting, extinguishing the fire of the soul, etc.). When replacing goals, compensation may be necessary, as it may be associated with abandonment of obligations, leaving the team: a person is obliged to complete all initiated activities and compensate for losses (prepare a replacement, pay under the contract, etc.), observing ethics (apologize, conduct rituals, say goodbye in a kind way, etc.).

General conditions for adjusting methods — any failures: failure to obtain the desired — the result itself, necessary decisions, material values, etc.; violations of the form — failure to retain the state, disruptions, excessive costs, etc., etc.. Principles: striving for perfection — to bring everything to perfection, not to justify your problems, because you need it, not others; to find an approach to others — not to accuse and not to try to change them, but to find the key, to choose the right roles, etc.; to find an approach to others.
Sequence of adjustment — gradually, piece by piece, but up to perfection, up to return, starting with problems of medium severity (both significant and available for solution), — in no case not all at once (too big a wave of changes can lead to disruptions of states and rhythms).

3. Rhythms

All human life is permeated by natural rhythms. If our plans coincide with the rhythms, it is easier to fulfill them, if not, we encounter resistance (from the organism, psyche, people, society, nature, the whole universe).

It is important not only to take into account the natural rhythms of life, but also to build personal rhythms of life creation — rhythms of the day, week, month, etc.

**Building rhythms** is the first task of life creation in terms of life organization, the second task is planning.

**Rhythm** — regular repetition of certain things at the same time within a unit of time, starting from a day — rhythms of a day, week, month, year, etc.

Clearly built rhythms of life are optimally distributed time for life goals, providing the realization of the needs of the soul in accordance with internal and external natural rhythms. This is one of the first and key conditions for achieving the goal (solving any life task). Rhythm formation is the formation of habits to engage in certain activities at the same time. Rhythm as a habit is a part of character (sets the development of fate), an internal need to perform necessary actions. If you sow a habit, you will reap character, if you sow character, you will reap destiny.

In essence, the rhythm is a program of consciousness, creating conditions for values to be included (time, mood for implementation). In terms of content — the structure of a typical day (working or weekend), typical week, etc.

**The built in rhythm:**

- allows you to save up to 25-30% of your life energy (accumulate);
- ensures constant movement towards goals — regular investments;
- simplifies planning, decision-making (what to do) — certainty and protection.

**Principles and rules of building rhythms:**

- One should start with the rhythm of the day, bring it to a habit, after which one can go up to the next stage — a week, etc.
- The rhythms you introduce should be coordinated with natural rhythms, especially those that you cannot change at this stage (work, transport schedules, the work of organizations with which you are connected, etc.).
- Establishing large blocks of time first, then the rest in between.
- Making a responsible decision and executing it daily (time deviations from ±5 min to 0).
- Duration of rhythm building from three weeks to six months (became a need, sustainability and full commitment).

- Building a rhythm requires significant effort of will, perseverance (5-7 times more difficult than their restructuring) — elimination of chaos in life.
- In case of failures — do not panic, but quickly recover, move on.

**Optimization of rhythms** — minimize moves, combine possible (reading in transport, etc.).

**Tasks of aligning rhythms:**

1. Calculation of individual rhythm (understand the goal, study yourself, laws and conditions).
2. Subordinate external conditions — ability to defend the rhythm.
3. Subconscious reprogramming and habit formation:
   - making a responsible decision: when what value is allocated time; motives (feel the benefits); calculating time, transitions; subordinating everything else — work for the main thing;
   - realizing the decision — meaningful effort: attitude (important, want, do), overcoming internal resistance, timely inclusion and completion (praise yourself for the next step).

**Algorithm for building the rhythm of the day:**

1. Write out all physiological (sleep, hygienic procedures, physical exercise, meals) and external (work/study, transportation) daily rhythms.
2. Write out all other goals (development, relationships, creativity, relaxation, living).
3. Allocate time to each goal throughout the day, taking into account their importance and transitions.
4. Begin to execute: starting and ending on time, switching.
5. Keeping a rhythm (increasing motivation — remembering for what).
6. Optimizing and improving, honing mastery.

**Basic rhythms.**

**Sleep rhythm.** Sleep is a major part of life (up to 1/3). The largest daily rhythm and source of energy (recovery and accumulation) — deserves careful study and appropriate efforts to form. Requirements: duration 5-8 hours, lie down at the same time until 23.00 (with 22.00 increase), sunrise, get enough sleep, allowable rhythm disruption no more than once a week. Preparation for sleep (= its effectiveness): a walk, music, calming down; airing the bedroom, moderate temperature, hard or semi-hard bed, low pillow.

**The rhythms of spiritual development** activities (individual, collective) are the most important [14]. They ensure the transformation of oneself and one’s destiny and the maintenance of effective life creation.

**Rhythm of work (study).** It largely depends on external requirements, conditions. The main thing is not to make mistakes: negative attitude to work (embittered, depressed, ineffective); excessive responsibility (overstrain, ineffective); overload (self-destruction, loss of...
efficiency), etc., etc.. Required attitude — to extinguish any negativity (to seek pleasure, joy — strengthening), to seek ease and naturalness (comfort, freedom of thinking and action, strengthening). Rules: prevention of overload (prevention — 5-7 min of every hour rest, switching, etc.); timely recovery in case of fatigue (loss of energy — gain of vital energy). Correct organization of work and attitude to it allows you to get joy, prevent breakdowns (recovery many times exceeds the time of overload) and increase efficiency. Ideally, work according to a personal plan of 5-6 h/day (freeing up time for communication and creativity).

**Process rhythms.** Calculating time for the efficiency of cases — ensuring their completion. Stages: entrance (mood, preparation), main part (concentration, efficiency, control of state and situation), exit (completion, satisfaction, switching). Study of peculiarities (optimal time, consideration of individuality, etc.): underdelivery (rush, crumpling, incompleteness), overdelivery (fatigue, etc.).

**Relationship rhythms.** Very individualized, but necessary for everyone, especially personal, family, friendships. Relationships should be a source of joy, enjoyment, reinforcement. Rhythms need to be harmonized with other people. More important is not the duration, but the quality of communication — to seek solutions, to pleasantly surprise, to charm, etc. — time should be provided for this. Start small, gradually reaching the norm.

**The rhythms of the day** are the first step in the subjugation of time. The initial start of habits to begin and end the processes of the day at the same time: to go to bed and wake up, to eat, to work, to engage in development (including physical), to rest, etc., is the first step. It is also useful to take into account the cycles of interchange of the Earth’s energy with other planets (2-4 hours): activity ups — for intensive work and recovery; activity downs — for light activity and rest. You should learn to feel the tides and slumps and take them into account when building the rhythms of the day — the difference in energy supply between peak and slump can be up to 15%.

**The rhythms of the week** are the second step in subduing time. Enabling the initial accumulation of energy and results for all goals on the basis of calculations (all cases to strengthen, do not rush, enjoy the process, life). Gives a holistic perception of self (all needs of the soul are realized) and life, and approaching the goals is joyful. Building the rhythms of the week is based on the rhythms of the day and involves learning to keep in consciousness the complex of processes as a whole with all the connections. Recommended distribution of time: work/study — 30-50 h/week, development — 12-15 h/week, family, friends — 6-10 h/week, (socializing, holidays, etc.), rest (solitude) — 5-6 h/week, etc., etc.

**Rhythms of the month** — supplement the rhythms of the week with activities and processes that “don’t fit into the week” to diversify the weekly processes. For example, recreation: on one weekend — to nature, on another — to an excursion, on the third — to the theater, on the fourth — a family holiday, etc., etc.

**Quarterly and annual rhythms** are built on the same principles as the rhythms of the month, but with the expansion of time frames. Quarterly rhythms include mainly seasonal processes, etc. Annual rhythms include annual events, vacations, vacations (two smaller ones are corrective), etc.

**Seven-year rhythms** (rhythm of human life activity) — set by the laws of Human Nature. They should be taken into account in long-term planning, — to catch the wave at the peak of activity and not to demand much from yourself on the downturns.

Besides, there are general average terms of human formation: infancy — up to 1 year on mother’s energy (hence the requirements to her condition, possible transfer of her problems to the child); childhood — up to 7-10 years, possible transfer to father’s energy, if he has a dominating influence on the child’s formation; adolescence — up to 16-17 years, search for oneself, imitation, self-assertion, output on one’s energy; formation — self-discovery up to 22 years, (education, maturation), up to 28 years (adult — rights, duties, life partner, work, problems and ideas about the future).

**Rhythms of transitional periods.** Transitional periods — change of rhythms due to increased workload (periodically necessary to increase the efficiency of life — new things to do, compaction of time, etc.). Avoidance of changes leads to stagnation, failure to achieve goals, calculation errors lead to breakdowns, setbacks. Increase of load (change of work, start of new business, etc.) is acceptable only at the expense of rest and relationships (not at the expense of development and sleep): not more often than 1 to 3 (1 year load, 2-3 — norm), requires compensation. Change of rhythms can temporarily (from 1 week to 2-3 months) lead to weakening — should reduce the rest load by 1/3, increase time for new cases. Rhythms of transitions allow you to correctly distribute your forces for many years, providing a regular ascent to a new level through consistent concentration on one of the main life goals and a normal rhythm of rest (harmonization, etc.).

**How to master rhythms.** At the first stage, the most important rhythms are the rhythms of the day. For example, sleep — if you don’t go to bed on time, the morning tasks (exercise, jogging, meditation, etc.) will not start at five o’clock in the morning, but closer to lunchtime. If you fall asleep later than necessary (everyone has their own time, on average about 21.00), it will be hard to get up and do something in the morning — there will be neither energy nor strength. The rhythms of the day at the
first stage are, first of all, sleep, morning activities and work/study.

The next rhythms are the rhythms of the week: work and rest schedule. There should be a time for each activity. For example, time for family is sacred, and a person thinks how to make it a “song”: how to bring joy to their loved ones, to form interesting traditions. The logic of thinking: there is time, and it should be maximized — it is for friends, it is for loved ones, it is for acquaintances. In this way a person subordinates his time.

In the next step, rest is essential. People who do not rest get sick more often and longer than those who rest regularly. You need to go somewhere outdoors once every month or two, at least once a year, to create a powerful emotional charge and maintain it throughout the year. A full-fledged vacation is a charge of energy for several months.

At the fourth stage, astrological rhythms are connected — the influence of the Sun, Moon, planets [2, p. 118-119].

**4. Planning**

There is a fundamental difference between rhythms and plans — a rhythm determines the time for different types of activities for life goals in general, and a plan indicates what exactly should be achieved at each step, by what time with the use of what resources. At the same time rhythms and plans are interconnected — plans are based on rhythms and are like their continuation.

**Planning** is a necessary condition for achieving goals and effective life creation in general. It is the key to organizing one’s life and managing time and, consequently, destiny.

**Planning is based** on the ability to divide the process of achieving a goal into stages and steps with a clear calculation of the necessary time and other resources. This makes it possible to make decisions in advance (choosing the best ones): what to do, when to do it and what resources are needed. This, in turn, saves energy and resources, allows you to track the movement towards the goal and improve its efficiency. Concentration on the realization of the steps of the plan, when it is thought out in advance what to do and how to do it, gives the maximum return from actions, and, consequently, increases the joy of movement and motivation for further actions.

Lack of plans leads to chaotic, inefficient life, failure to achieve goals, disappointment, depression. Those who do not realize their plans are forced to realize the plans of others. Lack of a daily planner is the cause of many mistakes: forgetting, being late, overlaps (stress, conflicts, reputational losses), loss of time and atomization of system, lack of efficiency (untrained). Planning is also blocked by decision-making problems: fixation, doubts (lack of information and criteria), lack of goals and ideals (assembly points, give support and vector of movement).

**Laws of planning** are the rules of decision making that remove their problems:

1. All decisions must comply with spiritual laws (or at least minimize losses) and goals (cutting off unnecessary).
2. All doubts are removed by obtaining the necessary information: experience, books, mentor, etc.
3. Stages of reflection (unraveling the tangle of tasks): assessments (how different from the ideal), tasks (what result is needed), conclusions (logic of solving tasks, methods), plans (sequence, timing, resources), modeling (if something goes wrong), adjustment (strengthening solutions, compensation for errors).

The main task of planning is to reach the optimal rate of development of processes (qualitative changes, set of strength, without overloading, compliance with the potential): analysis of results (evaluation as a whole); calculation (readiness, no problem of choice).

Planning is a habit of improving the organization of life, activity, it is a habit of searching for the optimal rhythm of life creation (to be both effective and comfortable). This habit should be brought to automatism.

**Basic rules:**

- **Stages of mastering planning** — start with a plan for the day, then for the week, month, quarter, year, quinquennium, etc., rely on appropriate rhythms when they have already been developed.
- **Time allocation** — 5-10 min. at a time. Preferably at the same time — making a plan in the evening, reviewing the plan in the morning (see the chronology of things to do, picture of the day) — get into a rhythm.
- **Content** — summarizing the day (analyzing the miscalculations of time and low efficiency of actions, conclusions) and planning the next day taking into account the conclusions from the analysis of the past day.
- **Sequence of learning (at each stage):**
  - introduction to the rhythm — regularity and concentration of attention (overcoming internal resistance and “gags” in the mind (no thoughts, at first the very fact of allocation of time is important, plan the most obvious, further detailing), obtaining primary skills;
  - development of abilities — quick calculation of time (based on experience), search for schemes of solving tasks (basic time), optimization of the plan (combining tasks by place, type of activity, etc.);
  - using and honing abilities to mastery (reducing the time allocated for planning, accuracy of time calculations, improving the quality of decisions, etc.).
Tools: diary (plans of the day, week, month, plans-schedules) + diary, quarterly and annual plans, plans for 5, 10, 30-50 years.

Planning algorithm:
1. Write out all tasks (unfulfilled tasks from the previous plan + current tasks + tasks from the plans of higher levels).
2. Assess their importance for achieving the goals in three groups: most important; important (including those that can be delegated); desirable.
3. In each group, prioritize all tasks (1.1, 1.2, 1.3...; 2.1, 2.2, 2.3...; 3.1, 3.2, 3.3...).
4. Indicate the urgency of execution — urgent, medium-term, non-urgent.
5. Calculate the necessary time for execution (minimum-maximum), make reserves especially at first.
6. Make a schedule according to the principle — first the most important and urgent at the optimal time, then the rest by priority (in between and in the remaining time).
7. Think through the options for solving each task, possible obstacles, their overcoming or compensation.
8. Calculate transitions from one task to another — preparation time, switching, traveling, etc.
9. Evaluate opportunities to optimize the plan by locations, route, activities, etc.
10. Consider which tasks can be delegated to other people and plan time for tasking (requesting) and controlling.
11. Model the day — mentally replay the entire plan in images (places, faces, processes, transitions, positive emotions, feelings, etc.).
12. Write everything that did not fit into the plan for the next period (day, week, etc.).

Transitions from stage to stage are considered the most difficult in mastering planning. However, if you rely on the experience you have already gained, increase motivation (it is necessary to win, to achieve significant goals), concentration (everything to the goal!), do not give chances to laziness — I take and do, I will become smarter, stronger, I will have time for everything — you will increase the output of cases, without rushing and enjoying life. And I will be able by my example to teach life-creativity to my children!

At each new stage you should not get ahead of yourself, despite the experience gained at the previous one. It is better to move step by step and carefully practice each step. This will prevent from breakdowns (it is more difficult to recover).

The main tasks at each stage are:
1. Improving the use of time in accordance with the significance of goals and rhythms — it implies eliminating mistakes and weaknesses (forming new more useful habits, skills, priorities) and increasing the impact of cases based on their analysis and decisions:
   - schedule the importance of the new stage goals in percentages (sum = 100%);
   - calculate the actual time allocation to the goals and determine its relevance;
   - remember — rest is also an important goal (do not cut back! — it will lead to disruptions and losses);
   - identify all “losses” of time (suffering, waiting, transportation, etc.), eliminate them or use them to your advantage — eliminate or use them to your advantage. — eliminate or use them to your advantage — reading in transportation, etc.);
   - relieve excessive tension, overload — reduce non-essentials that can be done without or delegated to others;
   - expand “oppressed” goals — gradually introduce new things to match.
2. Increase the effectiveness of cases — return on invested effort, time and money — is provided by changing the methods of implementation (search, training) or abandoning unpromising cases (replacing them with better ones). Case-by-case analysis:
   - assessment of contribution (percentages of the total contribution to the cases of the period);
   - fruit assessment (volume and quality in points, e.g., -3 to +3);
   - desired outcome (scores, characteristics);
   - investments required for this result (real effort, time, amount, etc.)
   - conclusions (replacing cases, reallocating inputs, improving methods, etc.).

The growth of the effectiveness of cases is the most adequate criterion for evaluating a person’s personal growth, the growth of his or her life-creating abilities. No matter how much a person invests in his development (seminars, trainings, books, etc.), but if it is not reflected in the improvement of his life, there is no development in fact. Therefore, it is very important to regularly evaluate life, increase efforts to achieve goals and improve methods.

3. Optimization of the plan — distribution of cases for several periods (without overload, without overstrain — insufficient time for the implementation of the case — loss of time, unfinished business; but in tone, without downtime — to have a stock of cases), the layout of cases by proximity, reducing the loss of time, other resources, etc.). Algorithm:
   - after all the cases have been identified (with priorities), assess the time required for each and the possible risks (consequences - losses and reinforcement), as well as the type (reflection, communication, action, etc.);
   - combine tasks into blocks of 2-4 hours - similar in place, type, etc. - mutual reinforcement (one big task/block of tasks is better than many small ones scattered around - a lot of switching, mood, preparation);
   - if possible, alternate blocks by type of activity (the best rest is a change of activity).
The introduction of planning into the norm of life-creativity gives a person confidence in life (in tomorrow, etc.). And confidence is one of the most important components of strength and happiness. It allows one to move along the path of life without significant problems, extinguishing internal tensions (suffering and worries) and shifting the focus on the very movement towards the goal (calculation of options and realization of the best). Internal obstacles and mistakes should be dealt with in the time specially allocated for this purpose (not on the move — they are not effective and extinguish).

The art of planning is not something supernatural, it is a consistent mastering of the rules and solving increasingly complex problems.

Planning assumes that a person clearly knows what result he will get in what time. For example, he allocates two hours and knows that he will have time to talk to three important people, get a positive result and move on to the next item. At the same time, he tracks: he spent five minutes on this person, the desired reaction is not observed, there is no interest, it is time to finish — there is nothing to waste time uselessly, it is better to find another person who will be interested, who will listen to the proposal with gratitude, and it makes sense to invest his knowledge, his strength, — this is fertile ground that will give results [2, p. 118].

At the initial stage it is difficult to know in what time this or that ability will unfold, or in what time the firm will begin to make a profit. Therefore, in the beginning a person allocates time and does everything necessary, while fixing how much time is spent on certain things, what results are obtained. When it is clear (in such and such a time it is possible to do this and that), then it is possible to move to the next step. It is not difficult to reach an agreement with a normal person in ten minutes, to say goodbye to a problematic person in three minutes or to switch him or her over in half an hour, etc. A person begins to realize in what time he or she can get this or that result.

To move to long-term plans, a person must become a master of doing things. One must learn to understand people, to assess them, to evaluate certain processes, to calculate how much time they will take. All of this is worked out gradually.

Observance of planning rules and the habit of writing down save up to 2-3 hours a day (it is easy to calculate how much it is for a month, a year, 50 years) for rest, communication, other things, systematize, organize life, prevent breakdowns, failure to fulfill promises, develop activity and discipline of mind. It is the activity of the mind, on the one hand, provides the search and elimination of errors, the development of solutions and opportunities to act, achieving goals, and on the other hand — is the main direction of investment of efforts, determining the results and the fate of the person as a whole.

The success of planning and realization of plans depends entirely on understanding oneself and the situation, as it allows to choose the best and get the expected result. At the same time, possible failures are expensive and valuable lessons, payment for learning and clarifying the path. The right attitude to failures is not to stop, to appreciate the experience, impressions and boiling energy of life.

Time (along with knowledge, energy) is one of the basic values of life. He who controls his time controls his destiny: calculation of the trajectory of movement to goals (plans) and realization — movement in time and space.

5. Diary

Planning will be less effective if you do not track results, do not analyze them. This requires information, often cumulative over a period of time. Keeping a diary can help in gathering such information. What is not written down is often forgotten, and incomplete information can lead to wrong conclusions and decisions. And instead of improving the plan there will be new mistakes. Some information can be taken directly from the plan in the marks of fulfillment (% of fulfillment, short remarks). But this is not enough for qualitative analysis. You need details, details of each case, meeting. For example, in what condition was the person (self-confident or depressed, etc.) and his/her partner, how well the role was played, whether there were emotional breakdowns, which questions solved the problem, which ones led to a dead end, etc. Such similar information is reflected in the diary.

At first it may seem very time-consuming, but it is an important element of life organization. As experience is gained, less and less time will be spent on it, quickly reflecting the essence of what happened.

Moreover, the diary is important not only for analyzing plans. It is necessary for controlling all spheres of a person’s life: personal growth, development of relationships, creativity and even recreation. It is important to record not only blunders and mistakes, but it is equally important to record your achievements, even small victories. This will help to maintain motivation, adequate self-esteem, etc.

Almost all great people led and keep diaries, and ordinary people rely on memory and hover in illusions, life is not analyzed.

Diary:

- fixation of situations, events for their systematization, evaluation, analysis and preparation for later;
- relieves the burden of memory — it is easy to restore the chronology of events, their peculiarities;
- makes it easier to work with information — there is something to analyze;
- brings calculation and control to processes;
- allows you to see the relationship of the result to the quantity and quality of the effort invested.

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Chapter I. ORIGINAL ARTICLES

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Rules:

- Fixation (briefly, half a page left): the essence of the event, internal state (reactions, feelings, interesting thoughts) and external circumstances (reactions of people, their peculiarities, what influenced the result, etc.).
- Analysis, evaluations, conclusions (second half of the page on the right).
- Frequency — daily in the evening and at the end of the week (tracking changes in events, people’s behavior, their reasons and motives).
- Preparing for the next day — rereading previous entries about the upcoming process or people to be met — taking note of mistakes and peculiarities, conclusions, decisions, attunement to the process and people.

Conclusions:

1. the majority of people are adrift (no goals, plans, depend on circumstances), they need to be included in the game (to reach their maximum): goal → plan → effort → result → analysis → step higher. Work on goals, rhythms, plans, diary teaches a person to purposefully create favorable circumstances, not to depend on chance — to manage the time of his life, to manage his destiny. The goal of this work is to do what one can do today, to eventually learn what many cannot even think about.

2. Life fulfillment is the game of life, the study of the soul. Successful self-actualization gives pleasure in the process and material support for all goals. Mastery of relationships leads to feelings, — higher energies, higher states of the soul, as well as to the most effective interaction with people. Management of means, organization of life and rest provides efficiency and fullness of life, opens additional opportunities for life creation. Disclosure of the need, aspiration and value of Service leads a person to the strongest possible states of enjoyment of life. Everyone among the existing obstacles necessarily has those that a person is obliged to overcome and gain strength. Life should be like an upward stream — a constant growth of personal qualities, abilities and opportunities for their realization. At the same time, independence inspires, gives flight to the movement to the goals, any dependencies inhibit the movement.

3. The introduction into the education system of the tasks of teaching life creation and, in particular, an integrated approach to time management will prepare the young generation for independent life at a much higher level, will instill confidence in the future, relying on their own strength, personal qualities, will allow consciously build their lives, realize the best possible destiny. The proposed integrated approach to time management, these recommendations for motivating students/students and understanding the logic of processes, as well as principles, rules, techniques and algorithms will contribute to the further development of methodological materials and textbooks for their implementation in the educational process.

List of references