



# **Time Warrior: How to Defeat Procrastination, People-Pleasing, Self-Doubt, Over-Commitment, Broken**

# Promises and Chaos

By Steve Chandler

# Book summary & main ideas

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## Summary:

Time Warrior: How to Defeat Procrastination, People-Pleasing, Self-Doubt, Over-Commitment, Broken Promises and Chaos by Steve Chandler is a book that provides readers with the tools to take control of their lives and become more productive. The book is divided into three parts: Part One: The Time Warrior, Part Two: The Time Warrior's Tools, and Part Three: The Time Warrior's Journey. In Part One, Chandler introduces the concept of the Time Warrior and explains how to become one. He explains that the Time Warrior is someone who is able to take control of their time and use it to their advantage. He also explains the importance of setting goals and how to go

about achieving them. In Part Two, Chandler provides readers with the tools they need to become a Time Warrior. He explains how to break down tasks into manageable chunks, how to prioritize tasks, and how to stay focused and motivated. He also provides tips on how to deal with procrastination, people-pleasing, self-doubt, over-commitment, and broken promises. In Part Three, Chandler takes readers on a journey to becoming a Time Warrior. He explains how to create a plan of action and how to stay on track. He also provides advice on how to stay organized and how to manage stress. Finally, he provides readers with the tools they need to stay motivated and achieve their goals. Time Warrior is an invaluable resource for anyone looking to take control of their time and become more productive.

Main ideas:

**#1. *Understand the power of your***

***thoughts: Your thoughts have the power to shape your life, so it is important to be aware of the thoughts you are thinking and to choose those that will help you reach your goals.***

Understanding the power of your thoughts is essential to achieving success in life. Your thoughts have the ability to shape your reality, so it is important to be mindful of the thoughts you are thinking and to choose those that will help you reach your goals. When you focus on positive thoughts, you can create a positive mindset that will help you stay motivated and focused on achieving your goals. On the other hand, if you focus on negative thoughts, you can create a negative mindset that will lead to feelings of discouragement and self-doubt.

It is also important to recognize that your thoughts can have a powerful influence on

your emotions. When you focus on positive thoughts, you can create a feeling of optimism and hope that will help you stay motivated and focused on achieving your goals. On the other hand, if you focus on negative thoughts, you can create a feeling of despair and hopelessness that can lead to feelings of discouragement and self-doubt.

By understanding the power of your thoughts, you can take control of your life and create the reality you desire. You can choose to focus on positive thoughts that will help you stay motivated and focused on achieving your goals. You can also choose to focus on negative thoughts that will lead to feelings of discouragement and self-doubt. By understanding the power of your thoughts, you can create the life you want and achieve success.

## **#2. *Take control of your time: Time***

***is a precious resource, and it is important to take control of it and use it wisely. This means setting boundaries and learning to say “no” to things that don’t serve you.***

Taking control of your time means setting priorities and making sure that you are focusing on the things that are most important to you. It also means learning to recognize when you are over-committing yourself and taking on too much. It is important to be mindful of how you are spending your time and to make sure that you are using it in a way that is beneficial to you.

It is also important to be aware of how you are managing your time. This means creating a schedule and sticking to it. It also means setting aside time for yourself and for activities that bring you joy. Taking control of your time also means learning to

say "no" to things that don't serve you. This can be difficult, but it is essential for maintaining balance and avoiding burnout.

Finally, it is important to be mindful of how you are spending your time. This means being aware of how much time you are spending on tasks and activities and making sure that you are using your time in a way that is productive and beneficial. Taking control of your time is an important step in achieving your goals and living a life of balance and fulfillment.

***#3. Prioritize your tasks: It is important to prioritize your tasks and focus on the most important ones first. This will help you stay focused and get more done in less time.***

Prioritizing your tasks is an essential part of staying productive and achieving your



goals. When you prioritize your tasks, you can focus on the most important ones first and get them done quickly and efficiently. This will help you stay focused and get more done in less time.

When prioritizing your tasks, it is important to consider the urgency and importance of each task. Urgent tasks are those that need to be done immediately, while important tasks are those that will have a long-term impact on your goals. It is also important to consider the amount of time and effort each task will require. Once you have identified the most important tasks, you can then focus on completing them first.

Prioritizing your tasks can also help you manage your time more effectively. By focusing on the most important tasks first, you can ensure that you are using your time wisely and not wasting it on tasks that

are not as important. This will help you stay on track and achieve your goals in a timely manner.

Prioritizing your tasks is an important part of staying productive and achieving your goals. By focusing on the most important tasks first, you can ensure that you are using your time wisely and getting more done in less time.

***#4. Set realistic goals: Setting realistic goals is essential for success. It is important to set goals that are achievable and that will help you reach your desired outcome.***

Setting realistic goals is an important part of achieving success. It is important to set goals that are achievable and that will help you reach your desired outcome. When setting goals, it is important to consider the resources available to you, the time you

have to dedicate to the goal, and the potential obstacles that may arise. It is also important to break down larger goals into smaller, more manageable goals. This will help you stay focused and motivated as you work towards your goal.

Additionally, it is important to set deadlines for yourself to ensure that you stay on track and don't get sidetracked. Finally, it is important to review your goals regularly to ensure that you are still on track and that you are making progress. By setting realistic goals and following through on them, you will be able to achieve success.

***#5. Develop a plan of action: Having a plan of action is essential for success. It is important to create a plan that outlines the steps you need to take to reach your goals.***

A plan of action should include a timeline for completing each step, a list of

resources needed, and a list of potential obstacles that may arise. It is also important to set realistic goals and to break down the plan into manageable chunks. This will help to ensure that the plan is achievable and that progress is made in a timely manner. Additionally, it is important to review the plan regularly to ensure that it is still relevant and that any changes that need to be made are made in a timely manner.

When developing a plan of action, it is important to consider the resources available to you. This includes both internal and external resources. Internal resources include your own skills, knowledge, and experience. External resources include people, organizations, and other resources that can help you reach your goals. It is important to identify these resources and to make sure that they are available when needed.

Finally, it is important to be flexible when developing a plan of action. It is likely that unexpected obstacles will arise and that the plan will need to be adjusted accordingly. It is important to be prepared to make changes to the plan as needed in order to ensure that progress is made and that the goals are achieved.

***#6. Take action: Taking action is the key to success. It is important to take action on your goals and to stay focused on the task at hand.***

Taking action is the key to success. It is essential to take action on your goals and to stay focused on the task at hand.

Taking action requires discipline and dedication, but it is worth it in the end.

When you take action, you are taking steps towards achieving your goals and making progress. Taking action also helps

to build confidence and self-esteem, as you are actively working towards something and seeing results.

When taking action, it is important to break down your goals into smaller, achievable steps. This will help to keep you motivated and on track. It is also important to stay organized and to prioritize tasks. This will help to ensure that you are taking action on the most important tasks first. Finally, it is important to stay positive and to celebrate your successes. This will help to keep you motivated and focused on the task at hand.

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making progress. Taking action also helps to build confidence and self-esteem, as you are actively working towards something and seeing results.

**#7. *Learn to say "no": Learning to say "no" is essential for success. It is important to be able to say "no" to things that don't serve you and to focus on the things that do.***

Learning to say "no" is an important skill to have in order to be successful. It is essential to be able to recognize when something is not beneficial to you and to be able to turn it down. Saying "no" allows you to focus on the things that are important to you and that will help you reach your goals. It also helps to prevent you from over-committing yourself and taking on too much. Saying "no" can be difficult, but it is a necessary skill to have

in order to be successful.

When you learn to say "no", you are taking control of your life and your time. You are able to prioritize the things that are important to you and to focus on the things that will help you reach your goals. You are also able to avoid taking on too much and becoming overwhelmed. Learning to say "no" is an important step in taking control of your life and achieving success.

Learning to say "no" is an essential skill for success. It allows you to focus on the things that are important to you and to avoid taking on too much. It is a difficult skill to learn, but it is an important one. By learning to say "no", you are taking control of your life and your time and setting yourself up for success.

**#8. *Manage your emotions: It is important to be aware of your emotions***



***and to manage them in a healthy way. This will help you stay focused and make better decisions.***

Managing your emotions is an important part of living a healthy and productive life. It is important to be aware of your emotions and to recognize when they are getting out of control. This will help you stay focused and make better decisions. It is also important to learn how to express your emotions in a healthy way. This can be done by talking to someone you trust, writing in a journal, or engaging in activities that help you relax and de-stress. Taking time to practice self-care and self-compassion can also help you manage your emotions in a healthy way.

It is also important to recognize when your emotions are getting in the way of your goals and to take steps to address them. This could include talking to a therapist or

counselor, engaging in mindfulness activities, or taking time to practice self-care. Taking the time to recognize and manage your emotions can help you stay focused and make better decisions, and ultimately lead to a more productive and fulfilling life.

***#9. Develop a positive attitude: Having a positive attitude is essential for success. It is important to focus on the positive and to stay motivated.***

Developing a positive attitude is essential for success. It is important to focus on the good things in life and to stay motivated. A positive attitude can help you to stay focused on your goals and to take action towards achieving them. It can also help you to stay resilient in the face of adversity and to stay optimistic in the face of challenges. Having a positive attitude can also help you to build relationships with

others and to create a positive environment for yourself and those around you.

To develop a positive attitude, it is important to practice gratitude and to be mindful of the good things in life. It is also important to be aware of your thoughts and to challenge any negative thoughts that come up. It is also important to practice self-care and to take time for yourself to relax and recharge. Finally, it is important to surround yourself with positive people and to engage in activities that bring you joy.

***#10. Take care of yourself: Taking care of yourself is essential for success. It is important to make time for yourself and to take care of your physical and mental health.***

Taking care of yourself is essential for

success. It is important to make time for yourself and to prioritize your physical and mental health. This means taking time to rest, exercise, eat healthy, and practice self-care. It also means taking time to reflect on your goals and values, and to practice mindfulness. Taking care of yourself can help you to stay focused and motivated, and to make better decisions. It can also help you to manage stress and to stay resilient in the face of challenges. Taking care of yourself is an important part of achieving success.

Self-care is not just about physical health, but also about emotional and mental health. It is important to take time to practice self-compassion and to nurture your relationships with others. It is also important to take time to practice self-reflection and to identify areas of growth. Taking care of yourself can help you to stay focused and motivated, and to

make better decisions. It can also help you to manage stress and to stay resilient in the face of challenges.

Taking care of yourself is an ongoing process. It is important to make time for yourself and to prioritize your physical and mental health. This means taking time to rest, exercise, eat healthy, and practice self-care. It also means taking time to reflect on your goals and values, and to practice mindfulness. Taking care of yourself is an important part of achieving success.

***#11. Develop a support system: Having a support system is essential for success. It is important to have people in your life who can provide encouragement and support.***

Developing a support system is essential for success. It is important to have people

in your life who can provide encouragement and support. This support system should include people who can provide emotional, physical, and mental support. It is important to have people who can listen to your struggles and provide advice and guidance. It is also important to have people who can provide practical help, such as helping with tasks or providing resources. Having a support system can help you stay motivated and focused on achieving your goals. It can also provide a sense of security and comfort in times of difficulty. Having a support system can help you stay on track and make progress towards your goals.

When developing a support system, it is important to choose people who are reliable and trustworthy. It is also important to choose people who have similar values and goals. This will help ensure that the support system is beneficial and effective.

It is also important to be open and honest with your support system. This will help build trust and ensure that the support system is effective. Finally, it is important to be willing to accept help and support from your support system. This will help ensure that the support system is beneficial and effective.

***#12. Learn to delegate: Learning to delegate is essential for success. It is important to be able to delegate tasks to others and to trust that they will do a good job.***

Learning to delegate is an important skill for anyone who wants to be successful. It involves recognizing when tasks can be delegated to others, and trusting that they will do a good job. Delegating tasks can help to free up time for more important tasks, and can also help to build relationships with team members. It is

important to be able to identify tasks that can be delegated, and to be able to communicate clearly with those who are taking on the tasks. It is also important to provide feedback and support to those who are taking on the tasks, so that they can do their best work.

Delegating tasks can also help to build trust between team members. When tasks are delegated, it shows that the team leader trusts the team members to do a good job. This can help to build relationships and create a sense of team unity. It is important to be able to delegate tasks in a way that is respectful and supportive of team members, so that they feel valued and appreciated.

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**#13. *Practice self-discipline: Practicing self-discipline is essential for success. It is important to be able to stay focused and to stay on track with your goals.***

Practicing self-discipline is essential for success. It requires us to be mindful of our thoughts, feelings, and actions, and to make conscious decisions that will help us reach our goals. Self-discipline involves setting boundaries and sticking to them, even when it is difficult. It also involves being honest with ourselves and taking

responsibility for our actions.

Self-discipline is not about being perfect, but rather about being consistent and making progress towards our goals.

Self-discipline requires us to be aware of our weaknesses and to take steps to address them. We must be willing to challenge ourselves and to push ourselves out of our comfort zone. We must also be willing to take risks and to accept failure as part of the learning process. Self-discipline also involves being mindful of our time and energy, and making sure that we are using them in the most effective way possible.

Practicing self-discipline is a lifelong process. It requires us to be patient and to stay focused on our goals. It also requires us to be flexible and to adjust our plans as needed. Self-discipline is not easy, but it is essential for success. With practice and dedication, we can learn to be more

disciplined and to achieve our goals.

**#14. *Develop a growth mindset: Having a growth mindset is essential for success. It is important to be open to learning and to be willing to make mistakes.***

Developing a growth mindset is essential for success. It involves having an open attitude towards learning and being willing to make mistakes. It is important to recognize that mistakes are part of the learning process and to use them as an opportunity to grow and develop. It is also important to be open to feedback and to use it to improve and develop. Having a growth mindset means being willing to take risks and to try new things, even if they may not work out. It also means being open to change and to adapting to new situations. Finally, it means having a positive attitude and believing in yourself

and your abilities.

Having a growth mindset can help you to become more successful in life. It can help you to develop new skills and to become more confident in yourself. It can also help you to become more resilient and to better handle difficult situations. Finally, it can help you to become more creative and to think outside the box.

Developing a growth mindset is not always easy, but it is worth the effort. It can help you to become more successful and to reach your goals. It can also help you to become more confident and to better handle difficult situations. Finally, it can help you to become more creative and to think outside the box.

***#15. Set boundaries: Setting boundaries is essential for success. It is important to set boundaries with***

***yourself and with others to ensure that you are able to stay focused and achieve your goals.***

Setting boundaries is an important part of success. It is essential to set boundaries with yourself and with others in order to stay focused and achieve your goals. Boundaries help to define what is acceptable and what is not, and they provide a framework for how you will interact with others. When you set boundaries, you are taking responsibility for your own actions and decisions, and you are also setting expectations for how others should treat you.

Boundaries can be physical, emotional, or mental. Physical boundaries are those that involve physical contact, such as not allowing someone to touch you without your permission. Emotional boundaries are those that involve feelings, such as not

allowing someone to make you feel guilty or ashamed. Mental boundaries are those that involve thoughts, such as not allowing someone to control your thoughts or opinions.

Setting boundaries is an important part of self-care and self-respect. It is important to be clear about what you will and will not accept from others, and to be consistent in enforcing those boundaries. When you set boundaries, you are taking control of your life and setting yourself up for success.

***#16. Take breaks: Taking breaks is essential for success. It is important to take breaks throughout the day to give yourself time to rest and recharge.***

Taking breaks is essential for success. It allows us to step away from our work and take a break from the stress and pressure of our daily lives. Taking breaks can help

us to refocus and recharge, allowing us to come back to our work with a fresh perspective and renewed energy. It can also help us to stay motivated and productive, as well as reduce stress and anxiety.

When taking breaks, it is important to make sure that you are taking the time to do something that you enjoy. This could be anything from reading a book, going for a walk, or simply taking a few minutes to meditate. Taking breaks should be seen as an opportunity to relax and recharge, rather than a distraction from work.

It is also important to make sure that you are taking breaks at regular intervals throughout the day. This will help to ensure that you are not overworking yourself and that you are taking the time to rest and recharge. Taking regular breaks can also help to improve your focus and

productivity, as well as reduce stress and anxiety.

By taking regular breaks throughout the day, you can ensure that you are staying productive and motivated, while also giving yourself the time to rest and recharge. Taking breaks is essential for success, and can help you to stay focused and productive, while also reducing stress and anxiety.

**#17. Celebrate your successes: Celebrating your successes is essential for success. It is important to take time to recognize and celebrate your accomplishments.**

Celebrating your successes is an important part of achieving success. It is important to take the time to recognize and celebrate your accomplishments, no matter how small they may be. Doing so



will help to motivate you to continue striving for success and will also help to boost your self-confidence. Celebrating your successes can be done in a variety of ways, such as taking a break to do something you enjoy, treating yourself to something special, or simply taking a moment to reflect on your accomplishments. Taking the time to celebrate your successes will help to keep you motivated and on track to achieving your goals.

In his book *Time Warrior: How to Defeat Procrastination, People-Pleasing, Self-Doubt, Over-Commitment, Broken Promises and Chaos*, Steve Chandler emphasizes the importance of celebrating your successes. He states that "celebrating your successes is essential for success. It is important to take time to recognize and celebrate your accomplishments." He goes on to explain

that doing so will help to motivate you to continue striving for success and will also help to boost your self-confidence.

By taking the time to celebrate your successes, you will be able to stay motivated and on track to achieving your goals. Celebrating your successes can be done in a variety of ways, such as taking a break to do something you enjoy, treating yourself to something special, or simply taking a moment to reflect on your accomplishments. No matter how you choose to celebrate your successes, it is important to take the time to recognize and appreciate your accomplishments.

***#18. Learn from your mistakes: Learning from your mistakes is essential for success. It is important to be able to learn from your mistakes and to use them as an opportunity to grow.***

Learning from your mistakes is an essential part of success. It is important to recognize when you have made a mistake and to use it as an opportunity to grow. When you make a mistake, it is important to take the time to reflect on what went wrong and to identify what you could have done differently. This reflection can help you to develop strategies to prevent similar mistakes in the future. Additionally, it is important to be able to forgive yourself for making the mistake and to move forward with a positive attitude.

When you learn from your mistakes, you can use them as a tool to help you become a better person. You can use the experience to develop new skills and to become more aware of your own strengths and weaknesses. Additionally, learning from your mistakes can help you to become more resilient and to develop a greater sense of self-confidence. By

learning from your mistakes, you can become more successful in the future.

**#19. *Stay organized: Staying organized is essential for success. It is important to have a system in place to help you stay organized and on track.***

Staying organized is an important part of achieving success. It is essential to have a system in place that will help you stay on top of tasks and keep track of your progress. This system should include a way to prioritize tasks, a way to track deadlines, and a way to keep track of any changes or updates. Additionally, it is important to have a plan for how to handle unexpected tasks or changes that come up.

Having a system in place will help you stay organized and on track. It will also help you to stay focused and motivated. When

you have a plan for how to handle tasks and changes, it will be easier to stay organized and on top of things. Additionally, having a system in place will help you to avoid procrastination and make sure that you are completing tasks in a timely manner.

Staying organized is an important part of achieving success. It is essential to have a system in place that will help you stay on top of tasks and keep track of your progress. With a system in place, you will be able to stay organized and on track, and you will be able to achieve your goals more easily.

***#20. Believe in yourself: Believing in yourself is essential for success. It is important to have faith in yourself and to trust that you can achieve your goals.***

Believing in yourself is essential for success. It is important to have faith in yourself and to trust that you can achieve your goals. This means having confidence in your abilities and trusting that you can handle any situation that comes your way. It also means having the courage to take risks and to try new things, even if you are unsure of the outcome. When you believe in yourself, you are more likely to take action and to persist in the face of adversity. You will also be more likely to stay motivated and to stay focused on your goals.

Having faith in yourself also means believing that you are capable of learning and growing. It means having the courage to make mistakes and to learn from them. It means having the resilience to keep going even when things don't go as planned. It means having the strength to stay true to your values and to stay

focused on your goals. Believing in yourself is essential for success, and it is something that you can cultivate and strengthen over time.

Believing in yourself is a powerful tool that can help you to reach your goals and to live a life of purpose and fulfillment. It is important to remember that you are capable of achieving great things, and that you have the power to make your dreams a reality. Believe in yourself and trust that you can make a difference in the world. Believe in yourself and have faith that you can make a positive impact on the lives of those around you.

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