

How to build a personal rhythm to become

Present and Productive

when there is never enough time



Kate Reed - MPH, BSW

Trauma-informed Trainer

Burnout Prevention Specialist

NEUROFIT Somatic Coach

Nazarene MK and PK

kate@flourishinglifeway.com

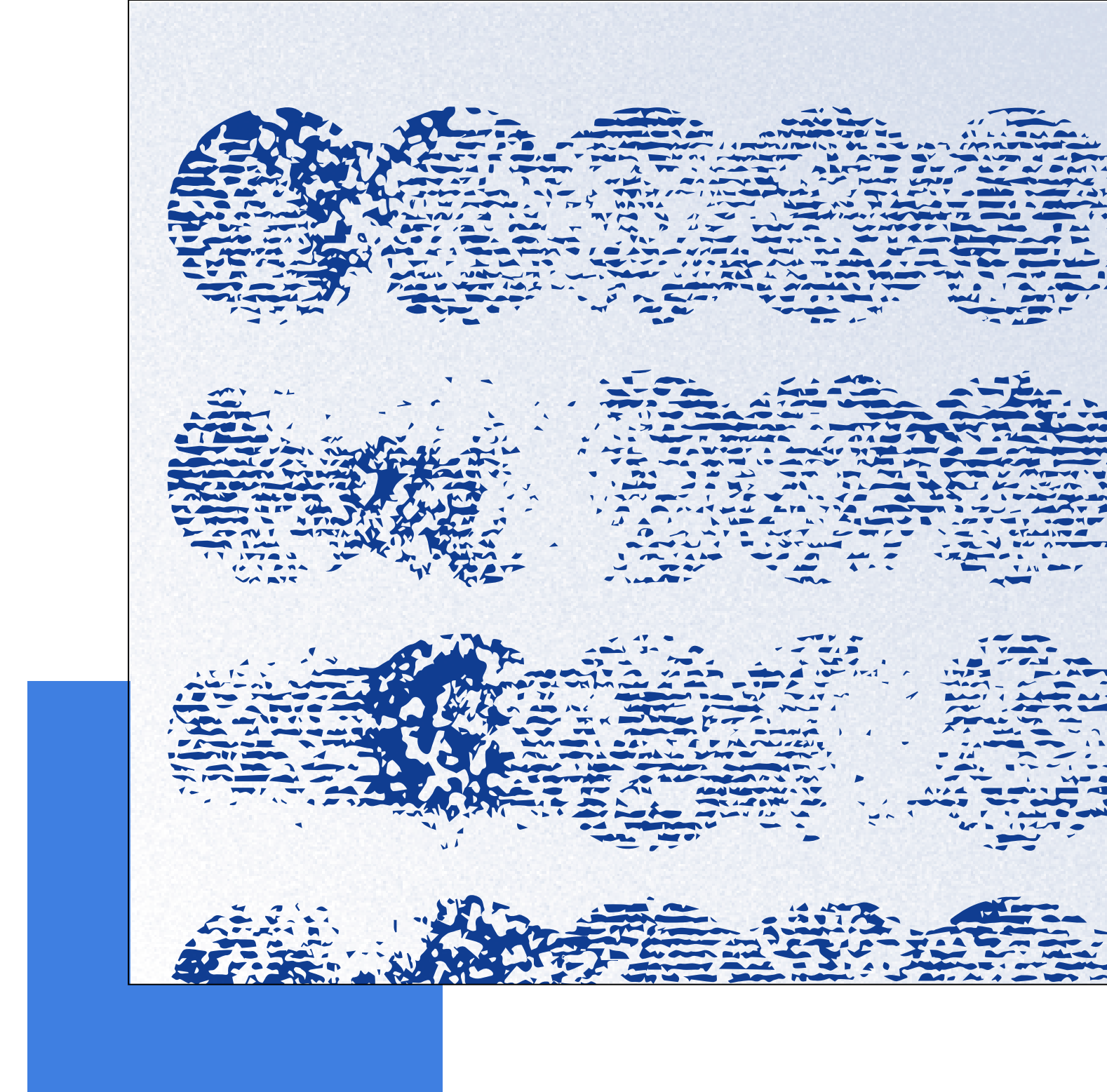
www.flourishinglifeway.com



FLLOURISHING LIFEWAY

Flourishing Lifeway

- Kate Reed equips leaders and organizations to flourish by cultivating healthy leaders, healing cultures and helpful responses to mental health needs.
- Flourishing Lifeway provides trauma-informed consulting and training to help people heal from trauma, prevent burnout, and grow in emotional health and relational intelligence.
- Trade trauma and toxic stress for a regulated nervous system and a culture that helps people thrive.
- Learn more: flourishinglifeway.com

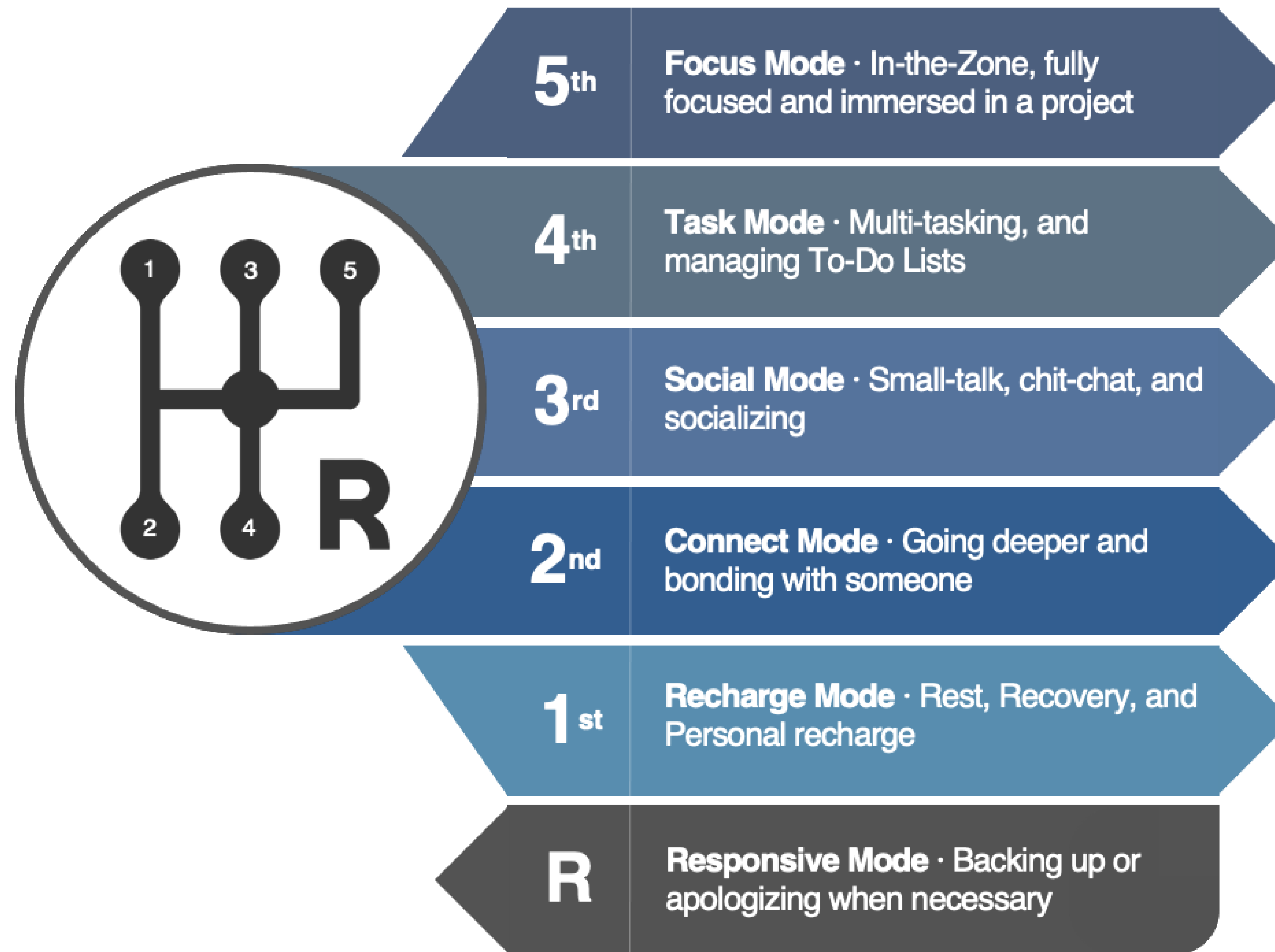


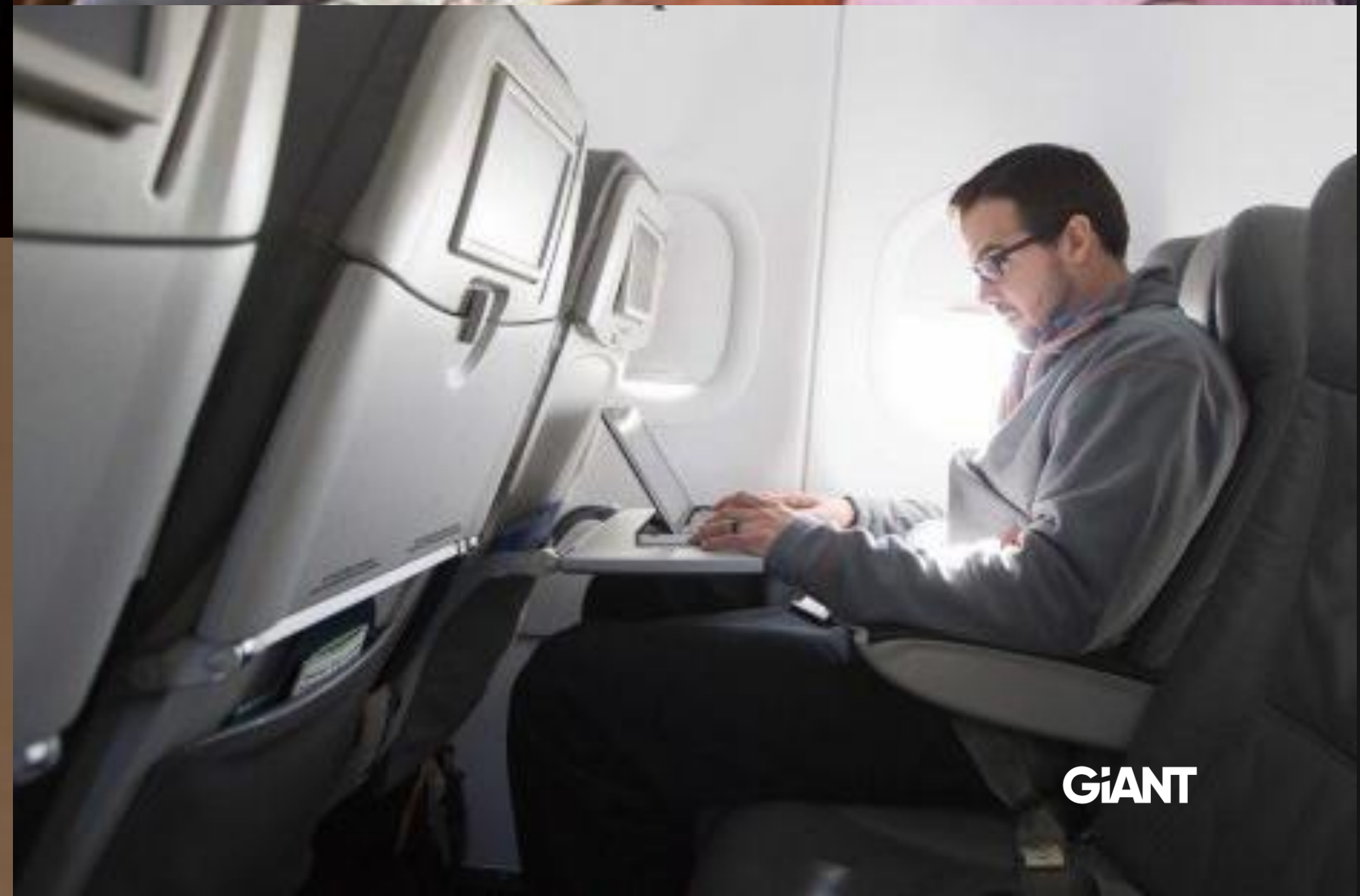
Your Calendar

Review your personal calendar and look at the last two weeks. Look for patterns and ask yourself:

1. What are you responsible for?
2. Who are you responsible for?
3. What are the most important items on your calendar?
4. What could you stop doing?
5. When do you rest and recharge?
6. How do you start your day?
7. How do you end your day?

5 GEARS





5 CIRCLES OF INFLUENCE

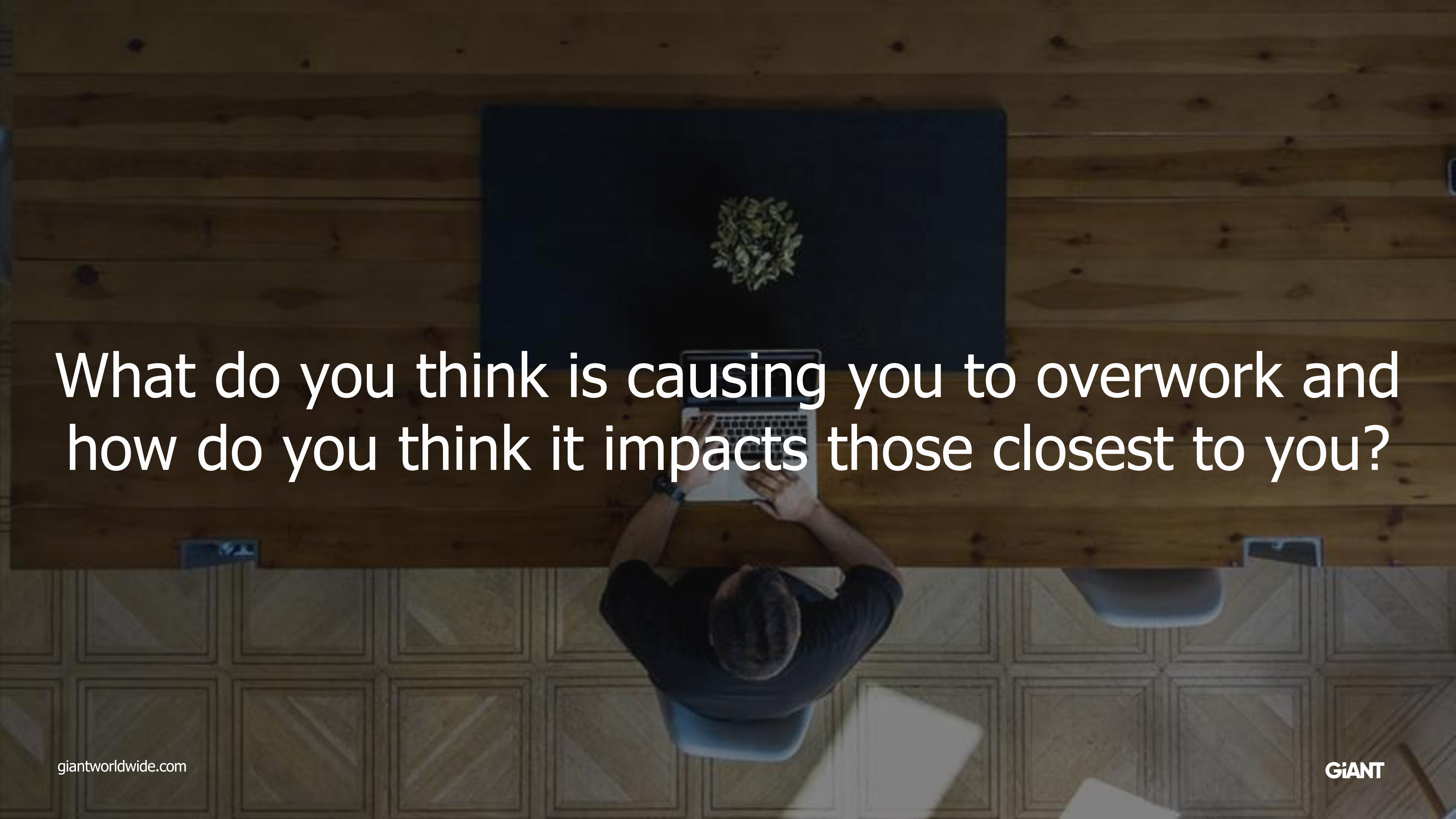


5th Gear / Focus Mode

IN THE ZONE

MAXIMUM PRODUCTIVITY

NO INTERRUPTIONS

A top-down view of a person with short hair, wearing a dark t-shirt, sitting at a wooden desk and working on a laptop. A small potted plant sits on the desk. The background is a wall of horizontal wooden planks.

What do you think is causing you to overwork and how do you think it impacts those closest to you?



5th Gear Challenge

Schedule 5th Gear times for an entire month on your calendar and practice entering in and shifting out of it intentionally.

5th Gear

How Do You Get Healthy?

- Schedule 5th Gear time. Tell people you are going into that focus mode and what time you will finish.
- It is important to master your settings by scheduling 1st, 2nd, and 3rd Gear moments into your overworked life.
- Teach people the 5 Gears sign language so they can help you by knowing when it is time to shift to other gears.
- Schedule a vacation with those you love most and turn off all your electronics for at least 48 hours minimum.
- Use triggers and markers to help you shift to the appropriate gear. Practice it daily.

4th Gear / Task Mode

MULTI-TASKING

CONSISTENTLY REACTIVE

OPEN DOOR POLICY

A group of people are working in a modern office. They are seated at a long wooden table, each with a laptop. The office has large windows on the left, and a wall with sticky notes and a sign that says "mashroom.6" is visible in the background. The scene is dimly lit, with a dark overlay across the entire image.

How do 4th Gear (Task Mode) activities keep you from being present with others?



4th Gear Challenge

Avoid email before Breakfast for a month -
replace it with something that inspires you
and charges you for the day!

4th Gear

How Do You Get Healthy?

- Replace email in the morning with something more inspirational - whatever helps you come alive!
- Be proactive, not reactive - don't let someone else define your day in an email or phone call.
- Schedule 2nd Gear with those you care about so that you are not tempted to remain in 4th Gear all evening.
- Teach your family the 5 gears sign language so they can help you.
- Use boundaries, scheduling, transition points and markers to help you make good transitions.

A group of people are gathered at an outdoor event, possibly a food festival or community gathering. They are standing in a line, looking down at something in their hands, likely food or a menu. The background shows a wooden structure and some greenery. The overall atmosphere is casual and social.

3rd Gear / Social Mode

DINNER PARTY

COFFEE AFTER WORK

VOLUNTEER



How hard is it for you to connect in
3rd Gear (Social Mode)?



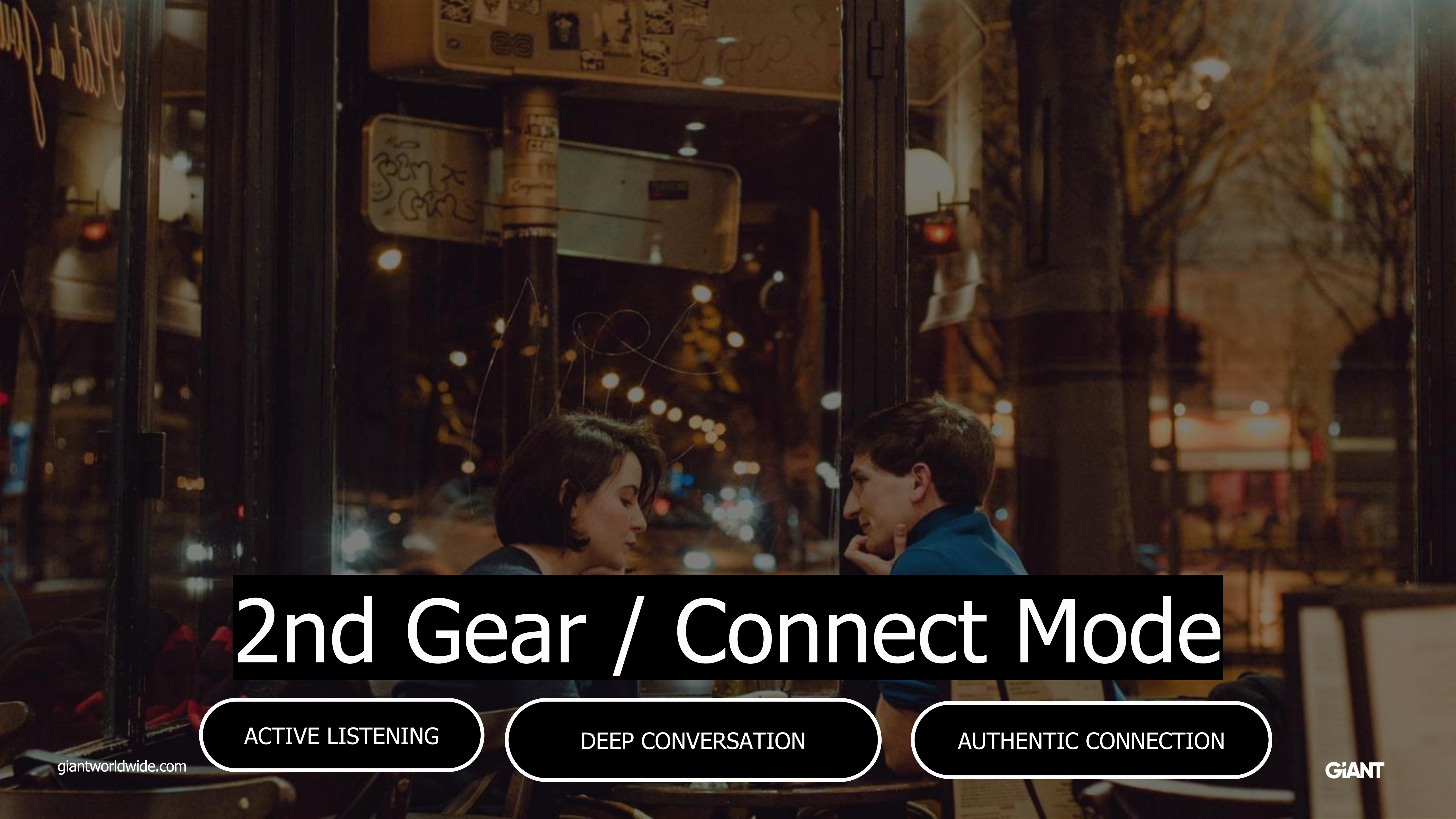
3rd Gear Challenge

Choose 3 relationships in your life that you want to deepen. Make a plan to engage them in Social Mode. Think about areas you could go deeper in relationship with them.

3rd Gear

How Do You Get Healthy?

- If you are shy, practice being interested in others by asking them about something important to them.
- If you don't think you have time for 3rd Gear, realize that you might be sabotaging your influence. Choose instead to be curious about others.
- If you are in 3rd Gear too much, learn how to shift to 2nd Gear by going deeper in your conversations.
- Utilize discretion and discipline in how you communicate.
- Commit to deepening at least one key friendship in your life.

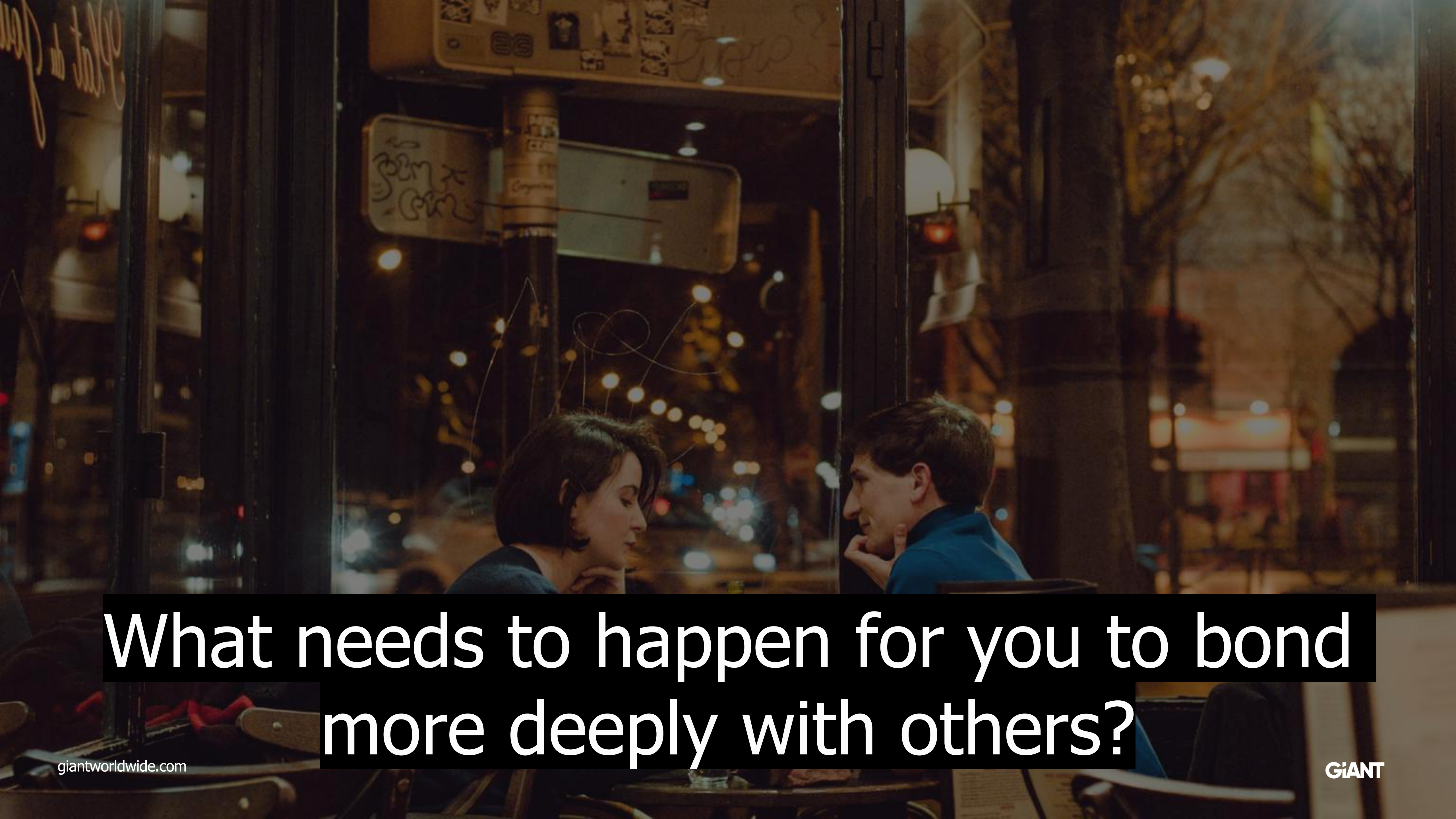
A romantic scene of a man and a woman looking out of a window at a city street at night. The woman is on the left, looking towards the right, and the man is on the right, looking towards the left. They are both looking out at a city street at night, with blurred lights and a street sign visible. The scene is framed by the window panes.

2nd Gear / Connect Mode

ACTIVE LISTENING

DEEP CONVERSATION

AUTHENTIC CONNECTION

A man and a woman are seen from the chest up, looking out of a window at a city street at night. The woman is on the left, with short dark hair, and the man is on the right, with short brown hair. They are both looking out the window with thoughtful expressions. The window has a metal frame and a sign with some graffiti. Outside, the street is lit up with warm lights, and there are trees and buildings in the background. The overall mood is contemplative and romantic.

What needs to happen for you to bond
more deeply with others?



2nd Gear Challenge

Practice being interested in others and see how much you can improve in Connect Mode.

2nd Gear

How Do You Get Healthy?

- If you like to go straight to Connect Mode, I encourage you to practice small talk so that the other person is comfortable to go to deeper levels.
- Discipline and Discretion – know when it is the right time to have that conversation.
- Don't put people under pressure to go deeper when they are not ready.
- Be interested before trying to be interesting!
- Monitor how much time you spend in 2nd gear at work. 2nd Gear is not a work gear.
- Remember to be relevant in your connectivity, does the conversation agenda relate to the person you are talking to.

1st Gear / Recharge Mode

EXERCISE / SLEEP

READING / WALKING / JOURNALING

NATURE / GET AWAY

A woman with dark, curly hair is lying down, reading an open book. The book's cover is dark with gold text that reads "NIKITA GILL YOUR SOUL IS A RIVER". The left page has a quote: "The world could be a truly beautiful and magical place to be, if every single person sat down and opened their minds to each other in poetry." — NIKITA GILL. The woman is wearing a black shirt and a watch on her left wrist. The background is a soft-focus interior with light filtering through blinds.

How does your tendency to recharge too little affect your relationships and/or productivity?



1st Gear Challenge

Ask someone you trust to help you appropriately schedule recharge time and keep you accountable for taking it.

1st Gear

How Do You Get Healthy?

- Know your wiring and what healthy recharge looks like for you.
- “Trade-Up” your time to healthier activities as it relates to both your relationships and your recharge.
- Put healthy boundaries around your recharge time.
- Tell others what recharge looks like for you.
- Learn to value how other people recharge - it might be different than yours.

Reverse / Responsive Mode

HOW EASY DO YOU FIND IT TO APOLOGIZE?



Reverse Challenge

Make a list of people in your life and see if there is anything that you need to do to restore the relationship and be responsive.

Reverse Gear

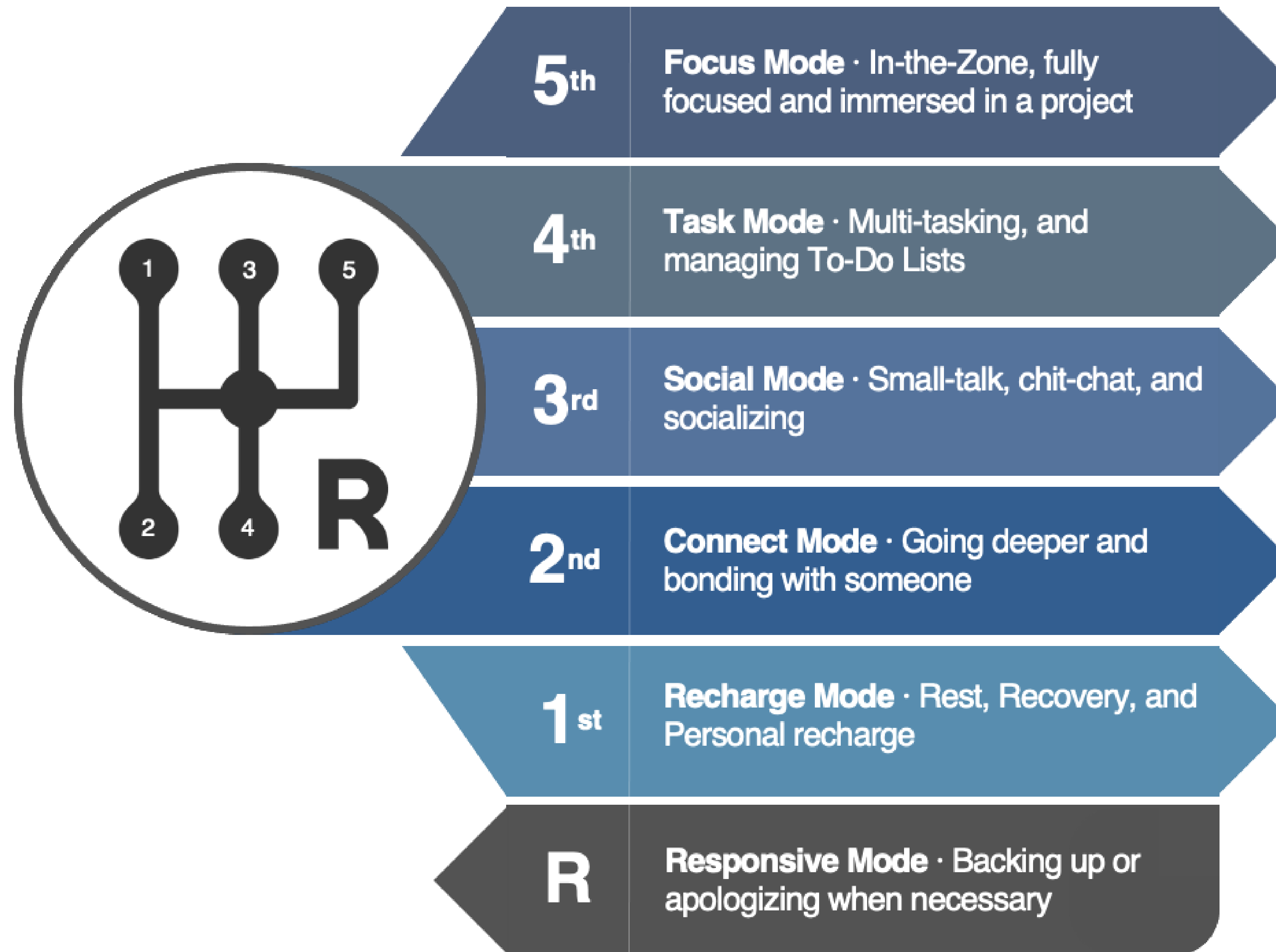
Warning Signs - You know you have an unhealthy Reverse gear if:

- You use apologizing as a way to get what you want.
- Self-deprecation or false humility is consistent in your communication.
- You use apologies to manipulate other people.

How Do You Get Healthy?

- Understand what a sincere apology looks like.
- Don't over apologize but be clear, concise, and authentic.
- Use a journal to write down what you have learned. Reverse should lead you to epiphanies on your character or competency so that you don't continue making the same mistakes.

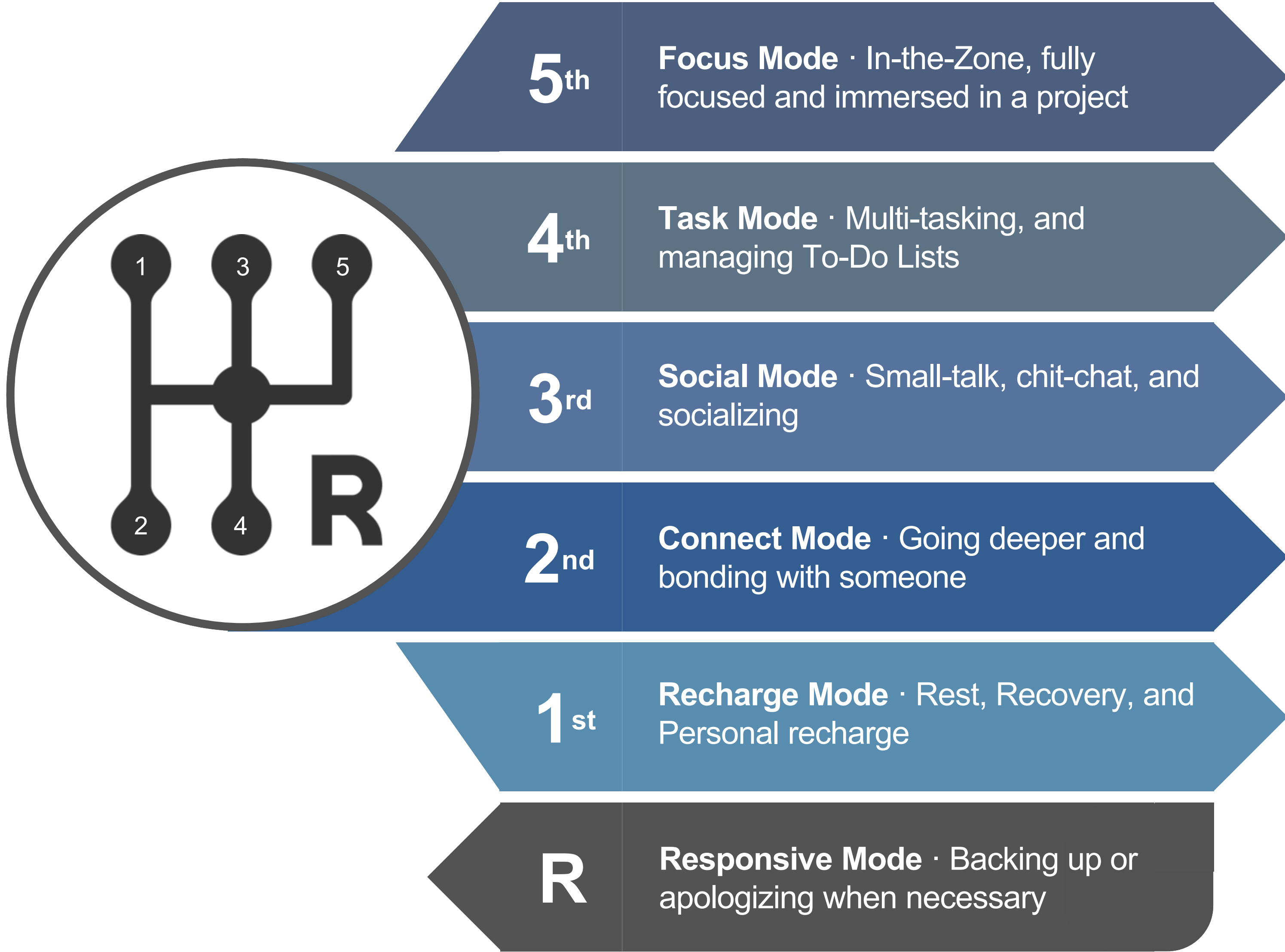
5 GEARS



Master Your Settings

SETTING	MOST APPROPRIATE GEAR
Wake Up	?
Early Morning Routine (Breakfast / Hygiene)	?
Drive Time	?
Work	?
Break	?
Work	?
Lunch	?
Work	?
Break	?
Work	?
Drive Time	?
Dinner	?
Family / Personal Time	?
Late Night Routine	?
Sleep	?

5 GEARS



Master Your Settings

SETTING	WE RECOMMEND
Wake Up	1st Gear (Not 4th!)
Early Morning Routine (Breakfast / Hygiene)	1st & 2nd Gear
Drive Time	1st & 4th Gear
Work	4th & 5th Gear
Break	3rd, 2nd or 1st Gear
Work	4th & 5th Gear
Lunch	3rd, 2nd or 1st Gear
Work	4th & 5th Gear
Break	3rd, 2nd or 1st Gear
Work	4th & 5th Gear
Drive Time	1st & 4th Gear
Dinner	2nd & 3rd Gear
Family / Personal Time	1st, 2nd & 3rd Gear (Not 4th or 5th!)
Late Night Routine	1st Gear
Sleep	1st Gear

Work From Home Settings

SETTING	WE RECOMMEND
Wake Up	1st Gear
Early Morning Routine (Breakfast / Hygiene)	2nd & 4th Gear
Drive Time	4th Gear
Work	4th & 5th Gear
Break	1st Gear
Work	4th & 5th Gear
Lunch	1st Gear
Work	4th & 5th Gear
Break	4th & 5th Gear
Work	4th & 5th Gear
Drive Time	4th Gear
Dinner	3rd & 4th Gear
Family / Personal Time	4th Gear
Late Night Routine	4th Gear
Sleep	1st Gear

+

Create

Search for people

My calendars ^

- ☒ Tracy Rader
- ☒ Contacts
- ☐ Live Broadcast Calendar
- ☐ Meetings/Filming OKC Offi...
- ☒ Reminders
- ☒ SAMPLE
- ☒ Tasks

Other calendars + ^

- ☐ Amy Ferguson
- ☐ Amy Norton
- ☐ Brian Fletcher

	SUN 29	MON 30	TUE 31	WED 1	THU 2	FRI 3
GMT-05			TR and JK write ma ✓ LinkedIn Post: 🔔 4 reminders	enable creator JUSTIN: 405Center make a marketing fl	f/u with telisa reed Make a marketing fl	✓ LinkedIn Post:
8 AM		Enable creator 8 – 9am	CS Team Meeting 8 – 9am	2nd Gear: Breakfast	Remote offering/Liv 8 – 9am	
9 AM	Cradle Choir, 9am	Kevin / Tracy 9 – 10am	Loom research, 9am	Sherpa Group Call 8:45 – 10:15am https://giantworldwide.zoom.us/j/46		
10 AM	ABF with Sikes/Rade 9:30 – 10:30am	GiANT HQ - Sprint Meeting 10am – 12pm https://giantworldwide.zoom.us/j/98925	zendesk watch video	GiANT Sales Training 8am, Zoom		GiANT CCO Team M 10 – 11am
11 AM			Kevin and send sher 11am – 12pm	Creator Set-Up: Bapt 11am – 12pm	3rd Gear: Sanity Che 11am – 12pm	1st Gear: go on a run 11am – 12pm
12 PM		CRO Meeting 12:30pm, https://gia	3rd Gear Lunch 12 – 1pm send out e 12:15 – 1	1st Gear: go on a run 12 – 1pm		5th Gear: work on Creator App 12 – 2:30pm
1 PM						
2 PM			Ca Keith - GiANT Lea 2pm, https://giantwo	Tracy & Chris: GiANT 1:30 – 2:30pm	Creator Set-Up with 2 – 3pm	
3 PM		JK & TR 3 – 4pm	5th Gear: work on SH 3 – 4pm	Meet w/Tracy to Rev 2:30pm, https://gian	Rodney Lewis Jr - Gi 3pm, https://giantwo	
4 PM						

Prime Time

When are your most productive times for your most important projects and tasks?



X-FACTOR



Personal Execution / Workbook

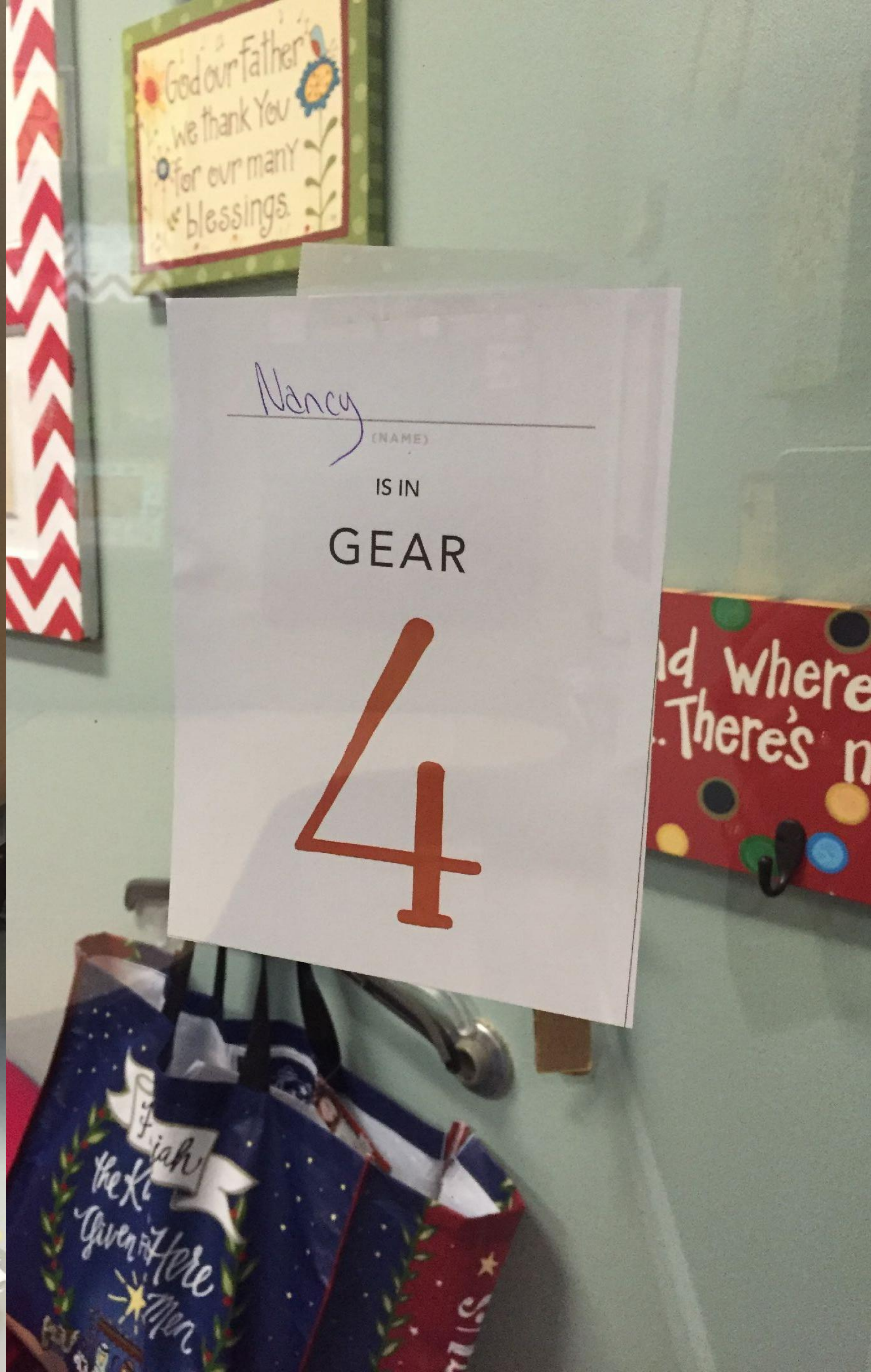
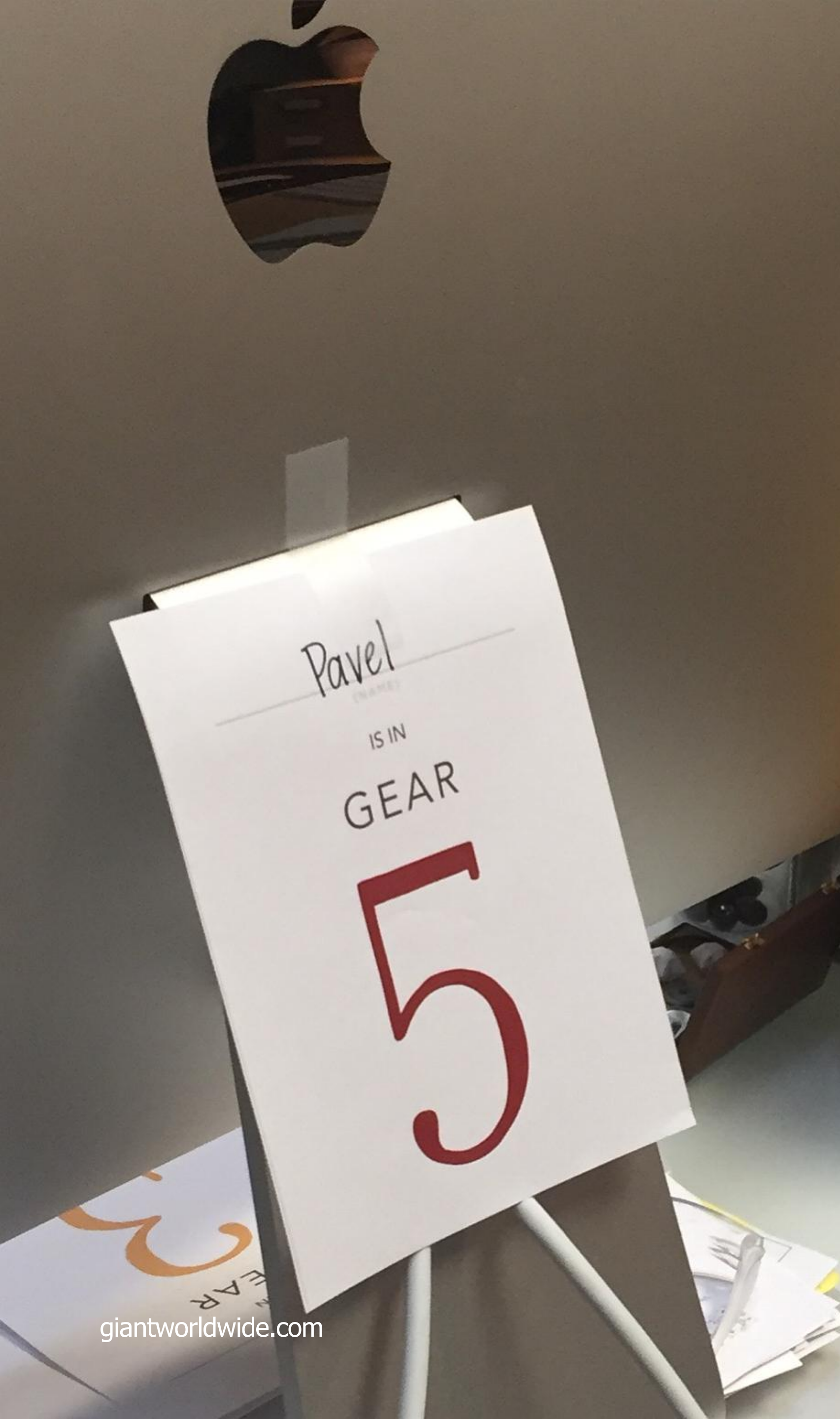
5th Gear List	Action	Complete?
1	"5th Gear" List = Daily execution items that must happen first thing in the morning before anything else.	
2		
3		
4th Gear List	Action	Complete?
1	"4th Gear" List = Tasks that need to get done today like email, returned calls, meetings, random tasks, etc.	
2		
3		
High Importance List	Action	Complete?
1	"High Importance" List = Items from "High Importance, Low Urgency" X-Factor quadrant; tasks for the future that need to be monitored.	
2		
3		
4		
5		

Mastering Transitions

Use transition points and markers to help you shift to be in the Right Gear at the Right Time.







Trade Up



Take your **FREE Peace Index Assessment** at
flourishinglifeway.giantos.com/store/peace-index-assessment

What you'll learn

- ✓ This assessment will help you identify your overall Peace Index percentage
- ✓ How fulfilled you are in your purpose right now
- ✓ How healthy your relationships are with those that matter most
- ✓ How financial provision is affecting your peace
- ✓ How personal health, including emotional, mental, and physical well-being, is impacting your peace level
- ✓ How your environment is increasing or decreasing your sense of peace and balance right now

Assessment details

- ☰ 50 questions
- 🕒 5 minutes
- 🔍 Assess your peace level

Get started

Last Taken: Never



Hopeless leaders are fearful and shortsighted

Hopeful leaders are optimistic and strategic.



HOPE METER



70:30 PRINCIPLE



70:30 Principle

If we spend **70%** of our time in the areas of our **natural** strengths, we'll have the **energy** for the other **30%**.



TEMPO: Is my work sustainable, rhythmic, and repeatable?

BALANCE: Are my key relationships in sync?

FOCUS: Am I keeping the main things the main things?



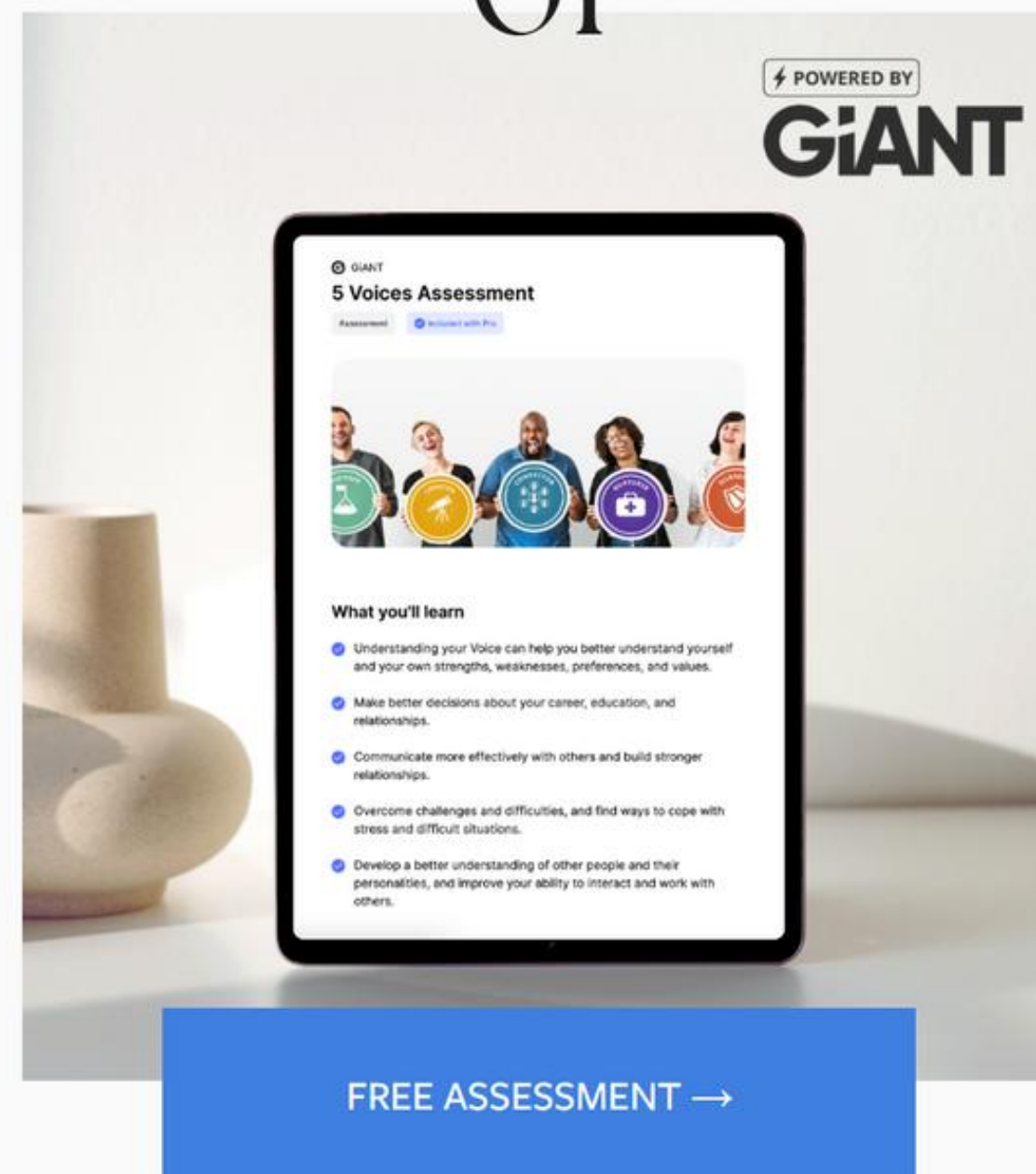
FLLOURISHING LIFEWAY

www.flourishinglifeway.com

- Assessments
- Supports
- Tools
- Resources

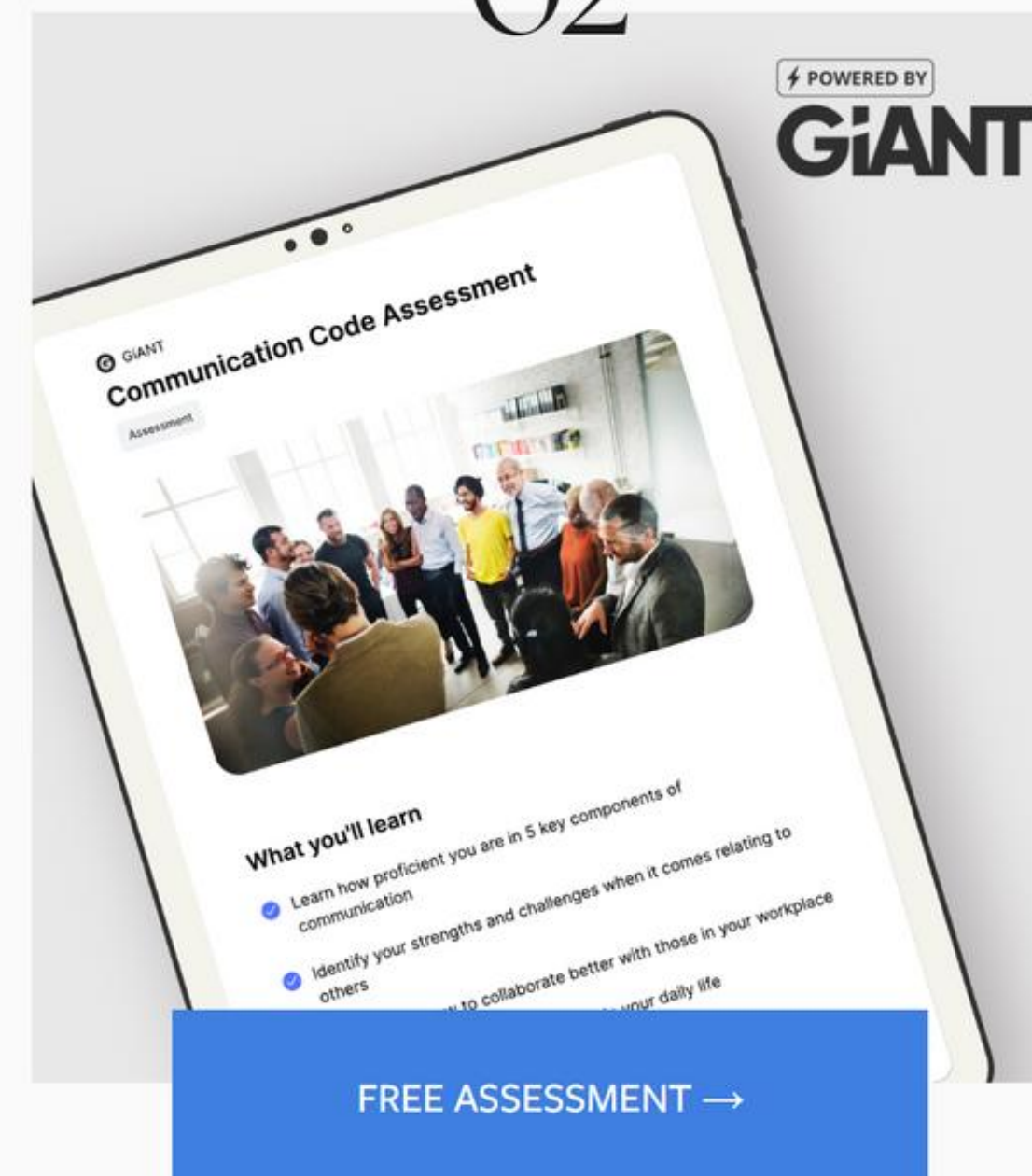


01



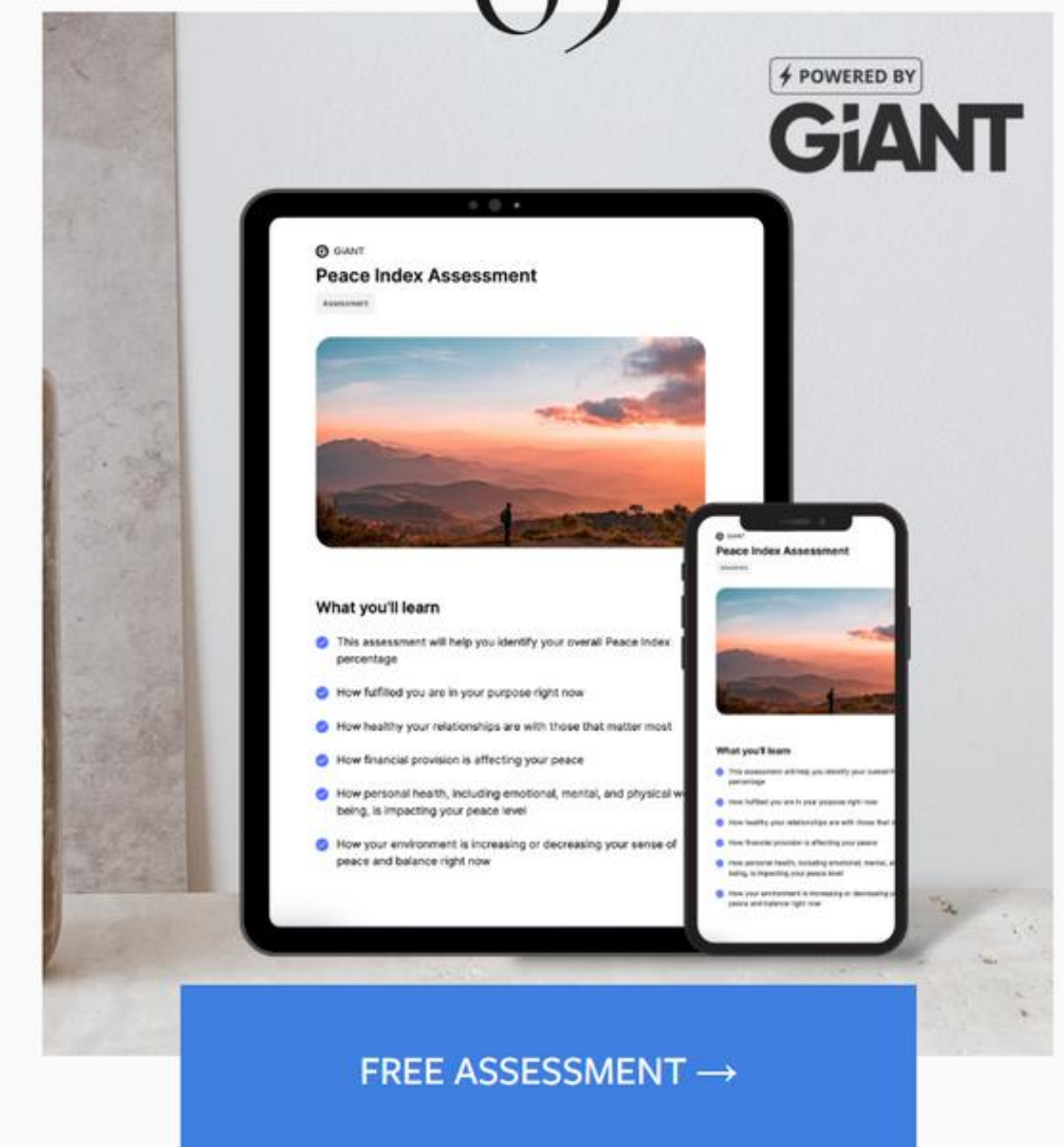
5 Voices Assessment

02



Communication Code Assessment

03



Peace Index Assessment

FLLOURISHING LIFEWAY

Nervous System Fitness[®] is designed to improve holistic well-being quickly, and reduce overstimulation in days:

NERVOUS SYSTEM FITNESS:

- ✓ Quickly Reduces Stress + Anxiety
- ✓ Enhances Focus + Creativity
- ✓ Improves Emotional + Mental Clarity
- ✓ Optimizes Sleep + Accelerates Recovery
- ✓ Boosts Immunity + Digestion

For 20% off, go to
neurofit.coach/flourishinglifeway



Leadership is beautiful... but it's also exhausting.

Always busy

Always more people to care for

Always more work to be done

The Connect to Heal Program

A 3-part training series to prevent burnout and heal trauma
Each training is 1 hour of expert-level teaching
Actionable strategies tailored to church leaders
Practical takeaways you can implement immediately

<https://www.flourishinglifeway.com/store/p/connect-to-heal-program-release-stress-and-trauma-to-prevent-burnout>



Inside the Program

Session 1: Connected to Others

- Trauma and Resiliency 101
- Emotional First Aid to Help Someone in Crisis or Trauma
- Healing Listening

Session 2: Connected to God

- Relational Circuits
- Benevolent Detachment
- Immanuel Approach to Inner Healing

Session 3: Connected to Yourself

- RESToration
- Avoiding Compassion Fatigue
- Staying Grounded

The Results

Healthier leaders

Healing church cultures

Wise, trauma-informed responses to mental health needs

Bonus: NEUROFIT App

Data-driven, neuroscience-based, holistic tool

Daily Check-Ins to track growth & habits

Built-in HRV measurement — no wearable required

BALANCE exercises: beat stress in 5 minutes

Coaching: secure, private emotional support



Founding-Member Price: \$197

Regular Price: \$247

Special discount this week only

Includes Connect to Heal Program + NEUROFIT app bonus

Join the WaitlistToday

Scan the QR code

Or click the link:

<https://www.flourishinglifeway.com/contact>



Coming Soon: Flourishing Leaders Program

Develop emotional health + relational intelligence

Bonus: GiANT OS Pro leadership platform

Join the waitlist for first access

<https://www.flourishinglifeway.com/store/p/flourishingleadersprogram>



Healthy Leaders → Healthy Churches

Imagine leading out of peace, not burnout.
That's what the Connect to Heal Program is all about.

FLLOURISHING LIFEWAY

www.flourishinglifeway.com

- Assessments
- Supports
- Tools
- Resources



01

POWERED BY
GIANT

A tablet displaying the '5 Voices Assessment' interface. The screen shows the title, a group of five diverse people holding icons, and a list of learning objectives under the heading 'What you'll learn'.

5 Voices Assessment

What you'll learn

- Understand your Voice can help you better understand yourself and your own strengths, weaknesses, preferences, and values.
- Make better decisions about your career, education, and relationships.
- Communicate more effectively with others and build stronger relationships.
- Overcome challenges and difficulties, and find ways to cope with stress and difficult situations.
- Develop a better understanding of other people and their personalities, and improve your ability to interact and work with others.

FREE ASSESSMENT →

5 Voices Assessment

02

POWERED BY
GIANT

A tablet displaying the 'Communication Code Assessment' interface. The screen shows the title, a group of people in a meeting, and a list of learning objectives under the heading 'What you'll learn'.

Communication Code Assessment

What you'll learn

- Learn how proficient you are in 5 key components of communication
- Identify your strengths and challenges when it comes relating to others
- Collaborate better with those in your workplace

FREE ASSESSMENT →

Communication Code Assessment

03

POWERED BY
GIANT

A tablet and a smartphone both displaying the 'Peace Index Assessment' interface. The screen shows the title, a sunset landscape image, and a list of learning objectives under the heading 'What you'll learn'.

Peace Index Assessment

What you'll learn

- This assessment will help you identify your overall Peace Index percentage
- How fulfilled you are in your purpose right now
- How healthy your relationships are with those that matter most
- How financial provision is affecting your peace
- How personal health, including emotional, mental, and physical well-being, is impacting your peace level
- How your environment is increasing or decreasing your sense of peace and balance right now

FREE ASSESSMENT →

Peace Index Assessment