PLANNING
for Success

MAKING SPACE FOR CHANGE

Preparing our environment

WORKBOOK

+ Action Plan

ABOUT THIS WORKBOOK

This workbook was designed to support you in starting
your Arabic journey with confidence.

May Allah accept our efforts &
guide us all toward what is pleasing Him
Ameen

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DUA

رَبَّنَآ ءَاتِنَا فِي ٱلدُّنْيَا حَسَنَةً وَفِي ٱلْأَخِرَةِ حَسَنَةً وَقِنَا عَذَابَ ٱلنَّارِ

"Our Lord, give us in this world [that which is] good and in the Hereafter [that which is] good and protect us from the punishment of the Fire."

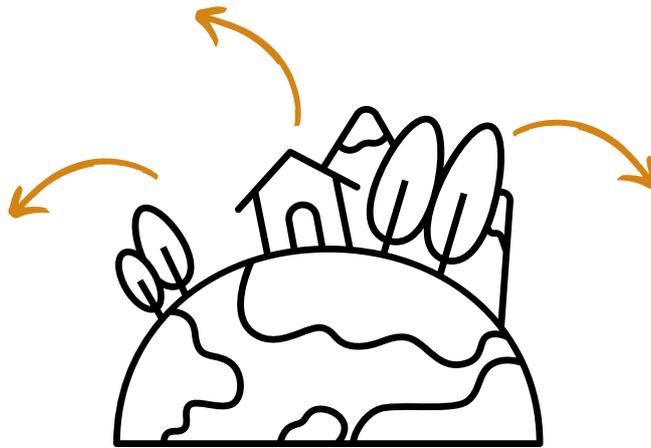*- Quran, 2:201*

NOTES

الْبِيئَةُ

THE ENVIRONMENT

Introduction
Reflections

Why Start with our SPACE to create change?

If we want to set ourselves up for success in this journey, we need to ensure we are providing an environment that works for us and not against us.

What is our ENVIRONEMENT made of?

- - - - - - - - - - - -
ASSESSMENT
- - - - - - - - - - - -

OUR DAY TO DAY LIFE
Reflections

Do you feel all that you do all day is cleaning, washing, tidying and sorting?

◯ yes   ◯ no

Are you triggered by mess?

◯ yes   ◯ no

Do you spend a lot of time using technology?

◯ yes   ◯ no

Do you find yourself always thinking about something?

◯ yes   ◯ no

Is this really an environment that *supports* **you and your child's learning?**

THE REAL REASON BEHIND OUR OVERWHELM

We own _____ stuff &
we are too _____ to them.

IS IT MAKING YOUR LIFE EASIER?

It is getting us _____ from Allah, it is keeping us
attached to this _____ more than to the _____.

Reflections

اِزْهَدْ فِي اَلدُّنْيَا يُحِبُّكَ اَللَّهُ

If you practice abstinence in this world, Allah will love you

- Hadith 31, 40 Hadith an-Nawawi
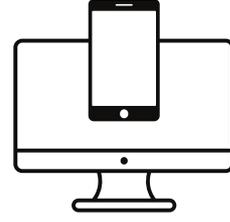
NOTES

3-STEPS TO MAKING SPACE FOR CHANGE:

PHYSICAL SPACE   MENTAL SPACE   DIGITAL SPACE

#1: _____

#2: _____

#3: _____

REMOVE WHAT *isn't necessary*

تَخَلَّصِي مِنَ الأَشْيَاءِ الغَيْرِ ضَرُورِيَّةٍ

PERSONAL

WORK

Brain Dump

RELATIONSHIPS

LIFESTYLE/
FINANCE

Long Term

Mental load all the things we need to think about on a daily basis

cooking, house chores, cleaning, washing, folding, getting the groceries, taking care of the kids, school work, Ibadaa, outdoor activities...

How can I sustainably reduce my mental load?

BECOME MORE _____ !

NOTES

Find your tasks to reduce your mental overload in your Action Plan

GATHERING

☐ **ROOMS**   ☐ **CATEGORIES**

ASSESSING

Reflections

Do I really need this?
Will it serve to get me closer to Allah?

SORTING

DONATE	SELL	THROW

Recommendations

Long Term

SELLING ITEMS

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-

LETTING GO

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-

By keeping only what you _____, you'll spend _____ time _____ and _____ about having a _____ house.

Decluttering methods

MARIE KONDO
THE BECOMING MINIMALIST BY
JOSHUA BECKER
COLLEEN MADSEN: 1 ITEM/DAY
THE MINIMALISTS PACKING PARTY
ANN MARIE: 40 BAGS IN 40 DAYS
PETER WALSH: 5 STEPS
LEO BABAUTA GUIDE
FLY LADY: 15'

Long Term

My assets

EMAILS

☐ Delete all unuseful emails

☐ Unsubscribe unwanted mailing lists

SOCIAL MEDIA

☐ Remove unused accounts

☐ Unfollow, remove or block any content that isn't beneficial

COMPUTER & PHONE

☐ REMOVING: get rid of large files, duplicates, non-necessary files

☐ STORING: place important files in a cloud storage

WHAT TO LIVE BY TO STAY AWAY FROM OVERWHELM

CHANGING OUR LIFESTYLE HABITS

Simplify?

كُلُواْ مِن ثَمَرِهِ إِذَآ أَثْمَرَ وَءَاتُواْ حَقَّهُ يَوْمَ حَصَادِهِ وَلَا تُسْرِفُواْ إِنَّهُ لَا يُحِبُّ ٱلْمُسْرِفِينَ

Eat of the fruit they bear and pay the dues at harvest, but do not waste. Surely He does not like the wasteful.

- Quran 6:141

NOTES

Reflections

What we buy

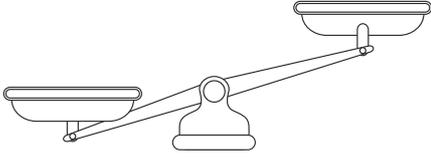What we use

Is there a simpler way of doing this?

What we consume

What we do

NOTES

Don't give more _____ to material
things than they _____

The story of the pair of sandals

NOTES

وَهُوَ ٱلَّذِى جَعَلَكُمْ خَلَـٰٓئِفَ ٱلْأَرْضِ
وَرَفَعَ بَعْضَكُمْ فَوْقَ بَعْضٍ دَرَجَـٰتٍ لِّيَبْلُوَكُمْ فِى مَآ ءَاتَىٰكُمْ

*HE IS THE ONE WHO HAS PLACED YOU AS SUCCESSORS ON EARTH AND
ELEVATED SOME OF YOU IN RANK OVER OTHERS, SO HE MAY TEST YOU
WITH WHAT HE HAS GIVEN YOU.*

- QURAN SURAH AL-AN'AM
6:165

WILL THIS SERVE ME?

هَلْ يَفِيدُنِي هَذَا؟

PREPARING A THRIVING ENVIRONMENT

A PLACE FOR EVERYTHING

MENTAL SPACE

DIGITAL SPACE

PHYSICAL SPACE

CHECKLIST

Are they accessible?

Are they sorted?

Are they labelled?

Is the environment tidy?

Are they suitable?

ABOUT TOYS

Closed-ended vs Open-ended

Requiring less _____ from the child

Examples

WHEN CLUTTER IS BACK AGAIN

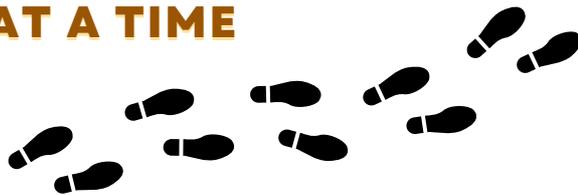Find another way, look for other options, re-think and *reflect*

Time + *practice*

ONE STEP AT A TIME

خُطْوَةٌ

بِخُطْوَةٍ

Action Plan خُطَّةُ عَمَلٍ

#1: MAKING SPACE FOR CHANGE

Al hamdulil'Allah, you have reached the end of this lesson & it's time to get to work sister! Read & complete the tasks below.

Take it ONE STEP AT A TIME!

DECLUTTERING

Reducing Mental Load

☐ **Write down the tasks in the following pages to reduce your daily decisions.**

In shaa Allah, I will start with...

Decluttering The Home

☐ **Choose the approach you'll use and plan it in your calendar.**

Method:

Frequency:

In shaa Allah, I will start with...

Leveraging Technologies

☐ **Plan a weekly or monthly digital decluttering session and get started!**

In shaa Allah, I will start with...

MEAL PLANNER

MEAL IDEAS
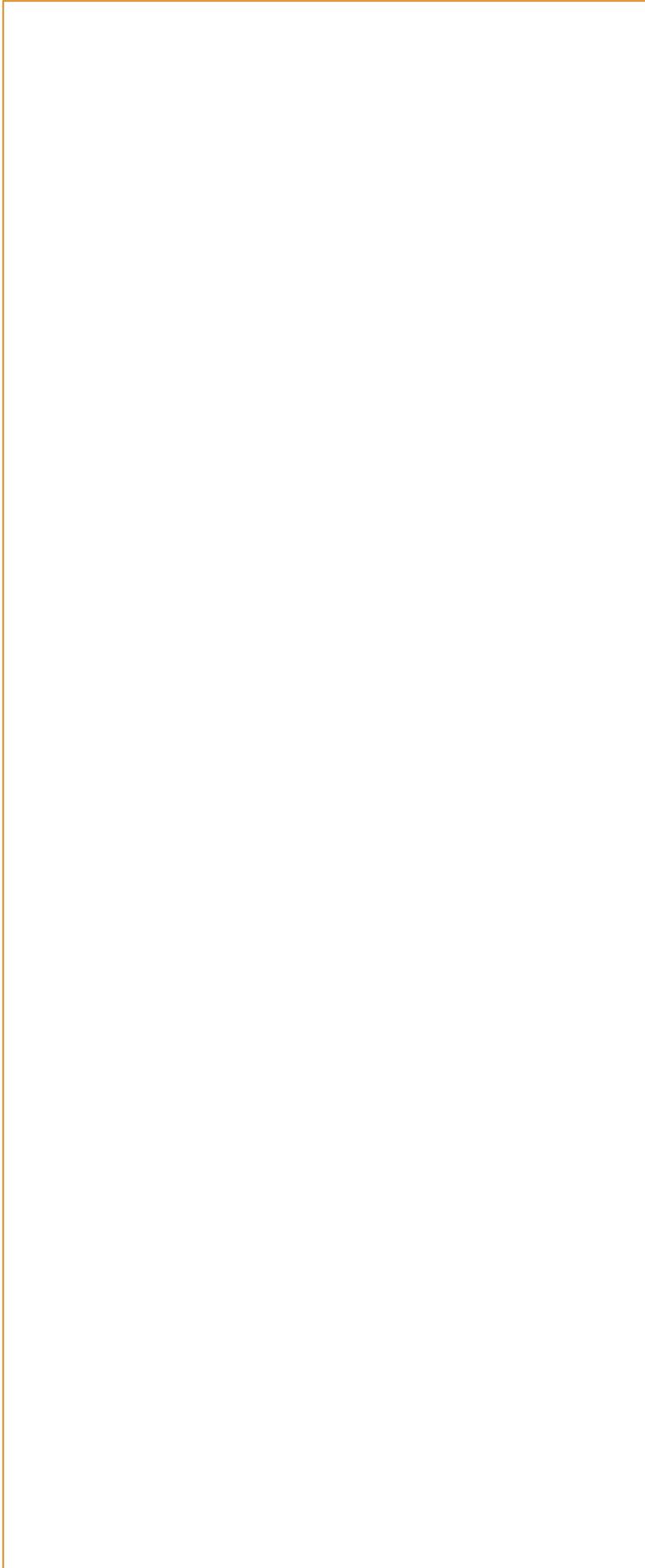
SNACKS IDEAS
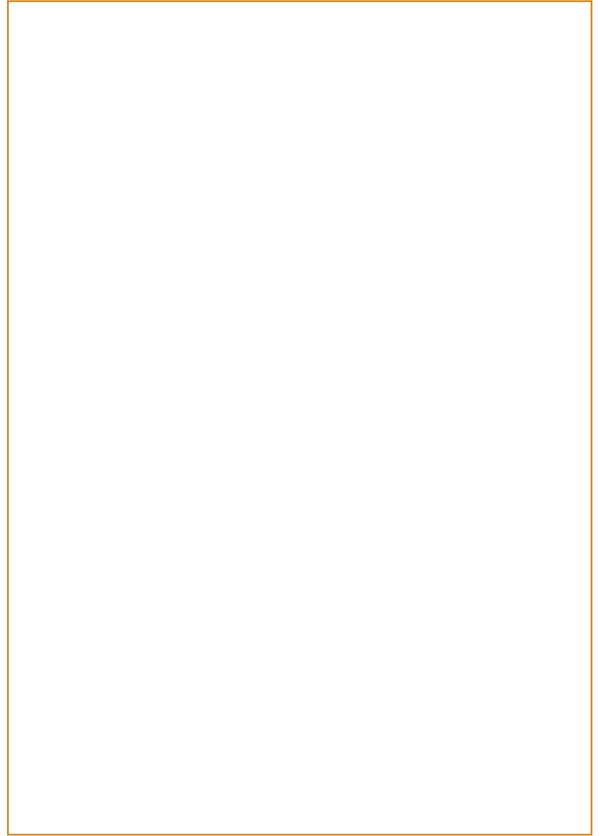
SPECIAL OCCASSIONS

MONTHLY TASKS

HOUSE

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FAMILY

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WEEKLY TASKS

HOUSE

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DAILY HABITS

NON-NEGOTIABLE

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MORNING ROUTINE

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NIGHT ROUTINE

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KIDS MORNING ROUTINE

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KIDS NIGHT ROUTINE

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OTHER

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SIMPLIFYING

Reflections **Have a honest look at your current lifestyle**

Am I buying too many things or in too large quantities?

Am I overusing technologies?

Do I have unnecessary expenses?

Am I saying 'yes' too often?

Am I engaging in too many activities?

Do I have clarity on my priorities?

Am I being present in the moment?

SIMPLIFYING

IN SHAA ALLAH, I WILL START SIMPLIFYING...

WHAT I BUY

WHAT I USE

WHAT I CONSUME

WHAT I DO

ORGANIZING

Organizing tasks into planners

☐ **Prioritize all your tasks in your lists.**

☐ **Add 3 for each category into your planners.**

In shaa Allah, I will start with...

Re-organnizing your digital tools

☐ **FILTERING: Create filter to sort out automatically new emails**

☐ **FILING: use a system to label & store your files**

☐ **SORTING: create folder & subfolders to organise files**

In shaa Allah, I will start with...

Preparing a favorable learning environment

☐ **Use the template in the following page to assess your current learning environment & look for solutions.**

In shaa Allah, I will start with...

LEARNING ENVIRONMENT

? **ACCESSIBLE**

Solutions

? **SORTED**

Solutions

? **LABELED**

Solutions

? **TIDY**
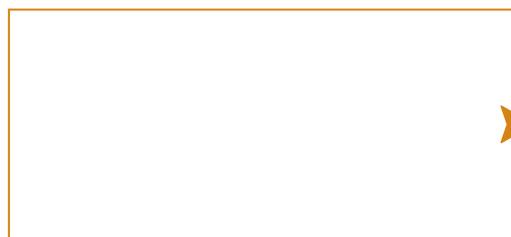
Solutions

? **SUITABLE**
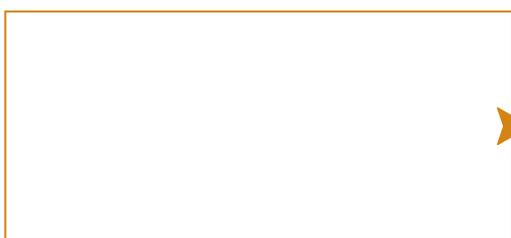
Solutions
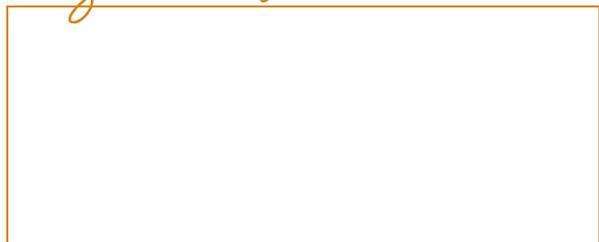
WEEKLY MEAL PLANNER

مُخَطَّطُ الوَجَبَاتِ الأُسْبُوعِي

	BREAKFAST فَطُورُ الصَّبَاحِ	LUNCH الغَدَاءُ	DINNER العَشَاءُ
MON الإِثْنَيْنُ			
TUE الثُّلَاثَاءُ			
WED الأَرْبِعَاءُ			
THU الخَمِيسُ			
FRI الجُمُعَةُ			
SAT السَّبْتُ			
SUN الأَحَدُ			

MONTH: ─────────────────

شَهْرُ: ───────────────────

MONTHLY
الشَّهْرِيُّ

MON الإِثْنَيْنُ	TUES الثُّلَاثَاءُ	WED الأَرْبِعَاءُ	THU الخَمِيسُ

PLANNER
المُخَطَّطُ

FRI الجُمُعَةُ	SAT السَّبْتُ	SUN الأَحَدُ

Monthly Goals
الأَهْدَافُ الشَّهْرِيَّةُ

1.

2.

3.

TO DO LIST   قَائِمَةُ المَهَامِّ

○ _____
○ _____
○ _____
○ _____
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○ _____
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○ _____

WEEKLY PLANNER

<div dir="rtl">

المُخَطَّطُ الأُسْبُوعِيُّ

</div>

MON	
الإِثْنَيْنُ	
TUE	
الثُّلَاثَاءُ	
WED	
الأَرْبِعَاءُ	
THU	
الخَمِيسُ	
FRI	
الجُمُعَةُ	
SAT	
السَّبْتُ	
SUN	
الأَحَدُ	

DAILY PLANNER

DAY: _____

الــمُــخَـطَّـطُ اليَـوْمِـيُّ

الـيَـوْمُ: _____

المَغْرِبُ

العِشَاءُ

الظُّهْرُ

العَصْرُ

المَغْرِبُ

الفَجْرُ

الظُّهْرُ