



**PLANNING**

*for Success*



MAKING  
TIME FOR  
CHANGE



*Managing  
Our Life*

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

- DISCLAIMER -

This workbook is intended for participants of the  
Online Training  
*Planning for success*  
ONLY

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DUA

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

رَبَّنَا لَا تُؤَاخِذْنَا إِنْ نَسِينَا أَوْ أَخْطَأْنَا

*Our Lord! Do not punish us if we forget or make a mistake.*

*- Quran, 2:286*

NOTES

**TIME**

الْوَقْتُ

**Introduction**

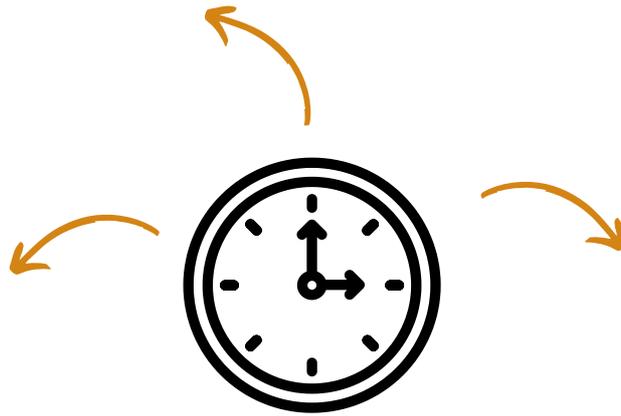
*Reflections*

**“To be productive & successful you  
need to manage your time”**

How do you feel about time management?

Why do we struggle with time?

What is TIME?



# سُورَةُ الْعَصْرِ

Surah 103, Al-'Asr

PURPOSE

العِبَادَةُ

NOTES

Let's shift our *mindset* around *time*

## TIME IS OUR MOST PRECIOUS ASSET

Time is the only thing that once \_\_\_\_\_  
cannot be \_\_\_\_\_

نِعْمَتَانِ مَغْبُورٌ فِيهِمَا كَثِيرٌ مِنَ النَّاسِ، الصَّحَّةُ وَالْفَرَاغُ

THERE ARE TWO BLESSINGS THAT MANY PEOPLE ARE  
DECEIVED INTO LOSING: **HEALTH AND FREE TIME.**

- SAHIH AL-BUKHARI 6412

NOTES

### ASSESSMENT

#### OUR TIME

Reflections

Do you feel you need more time in your day/week?

yes  no

Do you think you are currently using your time efficiently?

yes  no



## WE DON'T NEED MORE TIME

What we really lack  
isn't time, it's \_\_\_\_\_



الطَّاقَةُ



NOTES

## BEING A STRONG MUSLIMA

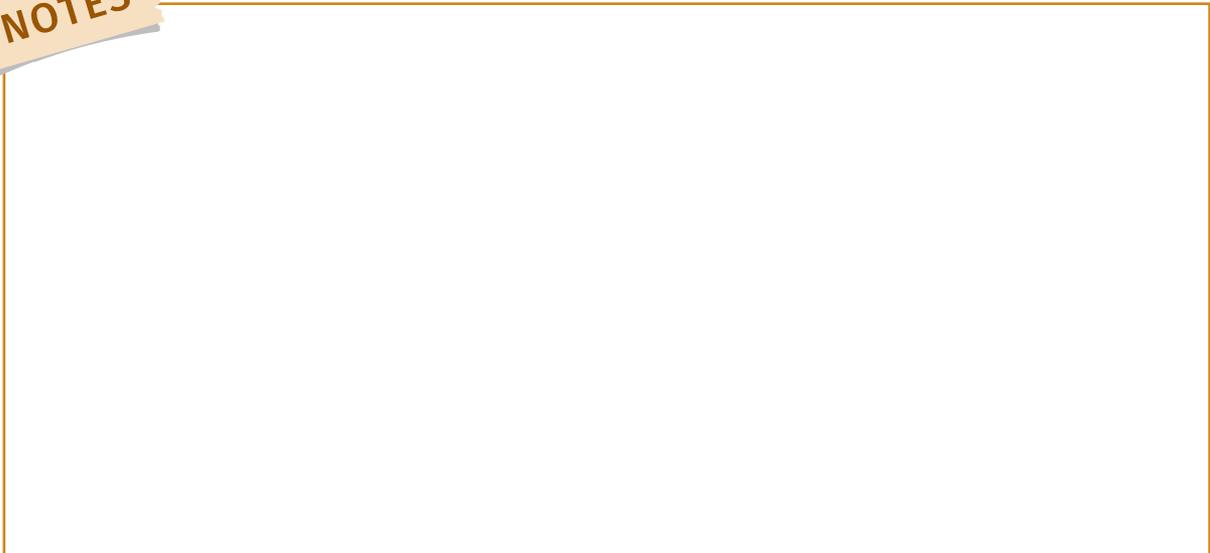
Self-Care



المؤمن القوي خير وأحب إلى الله من المؤمن الضعيف وفي كل خير  
*The stronger believer is better and more beloved to Allah than the weak believer, although both are good.*

MUSLIM BOOK 16, HADITH 90

NOTES



## TAKING CARE OF OUR PHYSICAL ENERGY

quantity

فَإِنَّ لِحَسَدِكَ عَلَيْكَ حَقًّا

YOUR BODY HAS A RIGHT OVER YOU

SAHIH AL-BUKHARI 5199



Hydration التَّزْطِيبُ

وَجَعَلْنَا مِنَ الْمَاءِ كُلَّ شَيْءٍ حَيٍّ

AND WE MADE FROM WATER EVERY LIVING THING?

QURAN 21:30

### WAYS TO STAY HYDRATED:

- 
- 
- 
- 

NOTES

## TAKING CARE OF OUR PHYSICAL ENERGY

Oxygenation

التنفس

*quantity*

### WAYS TO GET ENOUGH OXYGEN:

- 
- 
- 
- 

Exercise

الرَّيَاضَةُ

### WAYS TO GET MOVING:

- 
- 
- 
- 

NOTES

## TAKING CARE OF OUR PHYSICAL ENERGY

quantity

وَهُوَ الَّذِي جَعَلَ لَكُمُ اللَّيْلَ لِبَاسًا وَالنَّوْمَ سُبَاتًا وَجَعَلَ النَّهَارَ نُشُورًا

HE IS THE ONE WHO HAS MADE THE NIGHT FOR YOU AS A COVER,  
AND 'MADE' SLEEP FOR RESTING, AND THE DAY FOR RISING.

QURAN 25:47

### Sleep

### النَّوْمُ

#### WAYS TO ADDRESS SLEEP ISSUES:

- 
- 
- 
- 

### Nutrition

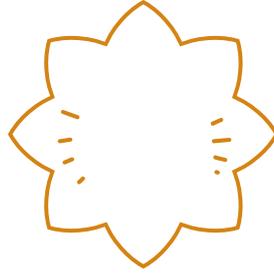
### التَّغْذِيَّةُ

#### WAYS TO EAT HEALTHIER:

- 
- 
- 
-

## TAKING CARE OF OUR SPIRITUAL ENERGY

strength



STRENGTHENING THE CONNECTION THROUGH...

Prayer

الصَّلَاةُ

الَّذِينَ آمَنُوا وَتَطْمَئِنُّ قُلُوبُهُمْ بِذِكْرِ اللَّهِ أَلَا بِذِكْرِ اللَّهِ تَطْمَئِنُّ

الْقُلُوبُ  
THOSE WHO BELIEVE AND WHOSE HEARTS FIND COMFORT IN  
THE REMEMBRANCE OF ALLAH. SURELY IN THE REMEMBRANCE  
OF ALLAH DO HEARTS FIND COMFORT.

QURAN 13:28

NOTES

## Dhikr

## الذِّكْرُ

وَاصْبِرْ نَفْسَكَ مَعَ الَّذِينَ يَدْعُونَ رَبَّهُمْ بِالْغَدَاةِ وَالْعَشِيِّ يُرِيدُونَ وَجْهَهُ  
وَلَا تَعْدُ عَيْنَاكَ عَنْهُمْ تُرِيدُ زِينَةَ الْحَيَاةِ الدُّنْيَا وَلَا تُطِعْ مَنْ أَغْفَلْنَا  
قَلْبَهُ عَن ذِكْرِنَا وَاتَّبَعَ هَوَاهُ وَكَانَ أَمْرُهُ فُرُطًا

AND PATIENTLY STICK WITH THOSE WHO CALL UPON THEIR LORD  
MORNING AND EVENING, SEEKING HIS PLEASURE. I DO NOT LET  
YOUR EYES LOOK BEYOND THEM, DESIRING THE LUXURIES OF  
THIS WORLDLY LIFE. AND DO NOT OBEY THOSE WHOSE HEARTS  
WE HAVE MADE HEEDLESS OF OUR REMEMBRANCE, WHO  
FOLLOW 'ONLY' THEIR DESIRES AND WHOSE STATE IS 'TOTAL'  
LOSS'

QURAN 18:28

### NOTES

## Quran Reading

## تِلَاوَةُ الْقُرْآنِ



كِتَابٌ أَنْزَلْنَاهُ إِلَيْكَ مُبَارَكٌ لِيَدَّبَّرُوا آيَاتِهِ وَلِيَتَذَكَّرَ أُولُو الْأَلْبَابِ

'THIS IS' A BLESSED BOOK WHICH WE HAVE REVEALED TO YOU  
'O PROPHET' SO THAT THEY MAY CONTEMPLATE ITS VERSES, AND  
PEOPLE OF REASON MAY BE MINDFUL.

QURAN, 38:29

NOTES

## TIME & ENERGY WASTERS

إِضَاعَةُ الْوَقْتِ أَشَدُّ مِنَ الْمَوْتِ ؛ لِأَنَّ إِضَاعَةَ الْوَقْتِ تَقْطَعُكَ عَنِ اللَّهِ  
وَالدَّارِ الْآخِرَةِ ، وَالْمَوْتُ يَقْطَعُكَ عَنِ الدُّنْيَا وَأَهْلِهَا

'WASTING TIME IS WORSE THAN DEATH, BECAUSE DEATH  
SEPARATES YOU FROM THIS WORLD WHEREAS WASTING TIME  
SEPARATES YOU FROM ALLAH'

QUOTE ATTRIBUTED TO IMAM IBN AL-QAYYIM

### HOW CAN WE ELIMINATE THEM?

#1: \_\_\_\_\_

#2: \_\_\_\_\_

إِنْ أَصَابَكَ شَيْءٌ فَلَا تَقُلْ لَوْ أَنِّي فَعَلْتُ كَذَا وَكَذَا . وَلَكِنْ قُلْ  
قَدَّرَ اللَّهُ وَمَا شَاءَ فَعَلَ فَإِنَّ " لَوْ " تَفْتَحُ عَمَلَ الشَّيْطَانِ .

IF ANYTHING BEFALLS YOU, DO NOT SAY, "IF ONLY I HAD DONE  
SUCH AND SUCH" RATHER SAY "QADDARA ALLAHU WA MA SHA'A  
FA'ALA (ALLAH HAS DECREED AND WHATEVER HE WILLS, HE  
DOES)." FOR (SAYING) 'IF' OPENS (THE DOOR) TO THE DEEDS OF  
SATAN.'

SUNAN IBN MAJAH

NOTES

#3: \_\_\_\_\_

#4: \_\_\_\_\_

DUA

اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْأَرْبَعِ  
مِنْ عِلْمٍ لَا يَنْفَعُ وَمِنْ قَلْبٍ لَا يَخْشَعُ وَمِنْ نَفْسٍ لَا تَشْبَعُ وَمِنْ دُعَاءٍ لَا يُسْمَعُ  
اللَّهُمَّ آتِ نَفْسِي تَقْوَاهَا وَزَكِّهَا أَنْتَ خَيْرُ مَنْ زَكَّاهَا أَنْتَ وَلِيِّهَا وَمَوْلَاهَا

*O Allah, I seek refuge in Thee from four things: Knowledge which does not profit, a heart which is not submissive, a soul which has an insatiable appetite, and a supplication which is not heard.*

*O God, bring my soul to fear of Thee and **purify it**; Thou art the best of those who purify it; Thou art its Patron and Master.*

*Sahih Al-Albani- Sunan Abi Dawud 1548*

#5: \_\_\_\_\_

NOTES

# Action Plan خُطَّةُ عَمَلٍ

## #2: MAKING TIME 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!*

### TRACKING OUR TIME

*Use the weekly template time tracker on the next page.*

**Track your activities over a week to better identify how you spend your time**

***In shaa Allah, I will track my time starting from ...***

### Reflections

*Did I find anything surprising/unexpected when tracking my time?*

*What seems to be taking me the most time?*

*Can I already find patterns/activities that DO NOT seem efficient?*



# TAKING CARE OF OUR ENERGY

## PHYSICAL

Assess and decide on one action to implement for each:

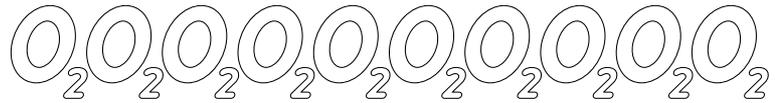
**Hydration**



Reflections:

*In shaa Allah, I will...*

**Oxygenation**



Reflections:

*In shaa Allah, I will...*

**Exercise**



Reflections:

*In shaa Allah, I will...*

**Sleep**



Reflections:

*In shaa Allah, I will...*

**Nutrition**



Reflections:

*In shaa Allah, I will...*

## TAKING CARE OF OUR ENERGY

### SPIRITUAL

#### PRAYER

*Reflections:*

*Look where to start & tick as you progress to the next one.*

***In shaa Allah, I will work first on...***

**praying all 5 mandatory prayers**

*Remember this is a unique daily meeting with Allah subhanahu wa ta'ala, al-khaliq, the creator and al-razzeq, the all-provider.*

**praying on time**

*Use an adhan app or alarm to remind you of the times of prayer. Recenter your priorities.*

**praying with Kushu (concentration)**

*Know the meaning of what you recite in prayer to really reflect of the meaning. Remember to make dua and seek Allah's help.*

**praying Nawafil (optional) prayers**

*Start progressively, choosing the easiest to implement first and adding up as your habit gets more sustainable.*

**praying Tahajjud**

*Read and inform yourself about the countless benefits of praying at night and use this opportunity for even more closeness to Allah.*

## TAKING CARE OF OUR ENERGY

### SPIRITUAL

#### DHIKR

*Reflections:*

***Look where to start & tick as you progress to the next one.***

*Get a 'Hisnul al Muslim' booklet that compile authentic dua and adhkar for reference and translations.*

*Carry it with you everywhere, make it a habit to read from the book and work on memorising one at a time.*

***In shaa Allah, I will work first on...***

**Tahleel, Takbeer, Tahmeed, Tasbeeh & Istighfar**

**Morning & Evening Adhkar**

**Bedtime Adhkar**

**Everyday Adhkar**

**Special Adhkar**

## TAKING CARE OF OUR ENERGY

### SPIRITUAL

#### Quran Reading

*Reflections:*

***Look at each category, assess & decide on what to work on first!***

#### RECITATION

- Learn to read Arabic
- Learn Tajweed rules
- Perfect my recitation

***In shaa Allah, I will work first on...***

#### REFLECTION

- Read Translation
- Watch lectures/lessons
- Read tafseer books

***In shaa Allah, I will work first on...***

#### MEMORIZATION

- Set a goal
- Make a plan
- Learn from others hafidhs

***In shaa Allah, I will work first on...***

## ELIMINATING TIME & ENERGY WASTERS

*Use the weekly template time tracker as a reference. You can use colors or symbols to make them more apparent.*

**Identify when you are engaging in time and energy wasting activities**

***In shaa Allah, I will do this on ...***

### *Reflections*

*When do I usually waste time & energy?*

*Is there a pattern or repetitive action that seems to be wasting time?*

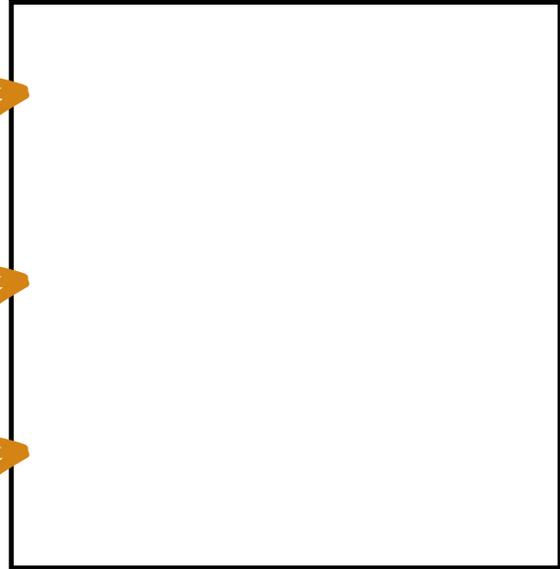
*Why did I engage in these time wasting activities?*

- List down the time waster activities & look for ways to create friction

WHAT HAPPENED HAS HAPPENED

مَا حَدَثَ قَدْ حَدَثَ

HOW CAN I MAKE IT HARDER FOR IT TO HAPPEN AGAIN?



- Look for better alternatives & ways to create remove friction

I CHOOSE TO IN SHAA ALLAH...

أَخْتَارُ أَنْ ... إِنْ شَاءَ اللَّهُ

HOW CAN I MAKE IT EASIER?

