

between several demands is a matter of Boundaries. When our boundaries are appropriately firm yet flexible, we can consider demands from both the outside and the inside. Having too much to do in too little time is an issue of Choice. When we learn how to choose what serves the greater good, we can let go of the rest.

Working at this level, change has a better chance of taking hold and many of the surface problems resolve themselves. The practice of managing time infuses our lives with spirit, moment by moment, attending to the inward and the outward, the wide perspective and the everyday details of life. We shift from doing more and doing it faster to engaging fully and appropriately with life.

This book does not espouse a particular spiritual path since many people today draw on various teachings and experiences built up over the years for their spirituality. Truth no longer has a capital T—it's evolving as we evolve. The tools and insights presented here are in tune with this eclectic view of spirituality.

How the Book Is Set Up

Here you will find a mix of practical, hands-on techniques and new ways of thinking. You'll learn how to become more present. You'll experiment with working cheerfully within the limits of time, space, and the body. You'll become more vital, more fully who you are meant to be. You'll cultivate a sense of deep satisfaction despite the impossibility of doing it all.

You'll start by taking a look at the context—reflecting on the particular challenges we all face today and how principles of sustainability can help us meet these challenges.

Next, you'll encounter the ABCs—Attention, Boundaries, and Choices—exploring new ways of thinking and acting in each area.

After you work with the ABCs, you'll turn to the change process itself. You'll learn how challenges, mistakes, and difficulties can help us as much as our accomplishments and triumphs. Everything we do, “good” or “bad,” can move us along.