



# Compassionate Accountability Program

## TOPIC 1: SCHEDULE

Transformational business learning  
with Mark Silver and Heart of Business, Inc.

[WWW.HEARTOFBUSINESS.COM](http://WWW.HEARTOFBUSINESS.COM)



# Compassionate Accountability Program

## TOPIC 1: SCHEDULE

**By Mark Silver**

Fourth generation entrepreneur,  
and master Sufi teacher.

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May the peace and love and mercy and justice of the Real be upon all of  
the holy prophets, guides, knowers, teachers, and each one of us and all of  
our hearts, so that we may become of the family of the Real.

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Published by BusinessHeart Press  
Mark Silver and Heart of Business, Inc.  
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## Table of Contents

Introduction.....	4
The Simple Idea & The Teaching.....	5
Core Principles.....	6
The Simple Approach to a Schedule .....	7
The Exercise.....	8

In the Name of the One, the Infinitely Merciful,  
the Most Tenderly Compassionate, this book is  
dedicated to the Face of the Real.

Anything of the Truth that is written here has  
come from the One, and any mistakes or  
omissions are from myself.

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# Introduction

Business, and life, happens in small steps taken consistently. Occasionally, a big leap does happen, but they are far more rare than they may seem. More often, when you see someone who has taken a big leap, it's because you looked away for a time, and didn't see the baby steps they took between Point A and where you see them now.

If you take baby steps every week and every month throughout the year, your business *will* grow and develop. If you do that in conjunction with real understanding of what your business needs, and applied learning on the most urgent and strategic parts of your business, then that growth and development will happen in very beautiful ways.

This CAP is meant a short, easily-accessed way to set your work life up for success. We're going to cover three pivotal topics that will get your feet on firm ground, and taking those steps forward.

## THE THREE TOPICS ARE:

### **Schedule**

How to create a work/nonwork schedule that really matches *\*you.\**

### **Nourishment**

Identifying the three levels of support, and how to access them, so you don't run dry.

### **Compassionate Accountability**

The 4 elements of accountability that works.

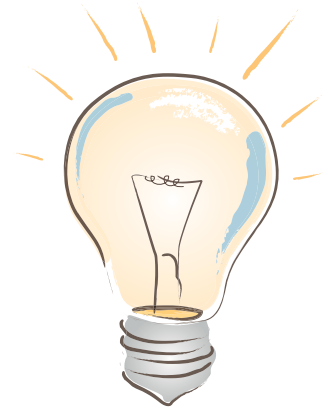
You'll not only get your teeth into these three topics, but you'll also learn how we'll help you with these within our Community.

**So let's get started!**

# First Topic: Schedule

## The Simple Idea

Creating a simple work schedule for yourself that honors your own rhythms and desires can bring tremendous relief and spaciousness for your life, as well as make you more happily productive.



## The Teaching

The “normal” office work schedule, 9 a.m. to 5 p.m., Monday through Friday, is actually not a very healthy schedule, and was created to meet the demands of a factory environment, rather than the needs of the individual.

When you have your own business, you have the ability to set your own schedule, which can be a tremendous gift for you, for your loved ones, and for your clients. You can become healthier, happier, more productive, and everyone around you will see the benefits of that.

# There are three core principles that we are basing this section on:

## 1. **It's hard to be consistently productive with creative work more than 30 hours/week.**

You can be productive, for a limited time, for more than that in a week. But week-in and week-out, can you imagine really truly being productive more than 6 hours/day, 5 days/week? Sure, you can run a machine, or do manual labor for longer than that.

But to claim to be creative and engaged, for longer than that means you are probably ignore the hours of time many office workers waste watching videos, on social media, or other distractions when they can no longer work, but aren't officially allowed to take a break.

## 2. **Different bodies have inherently different rhythms, and those need to be honored.**

Some people prefer to dive deep into one thing, and focus exclusively on that for long stretches. Others like to spend 20-60 minutes on something before switching.

Forcing yourself to take on a pattern that isn't you means you will waste a lot of time, and probably pour on a lot of self-judgment.

## 3. **Rhythms and schedules that aren't ours means that it can be harder to access our guidance.**

If you are running on someone else's time, then you won't as easily have the spaciousness in your being to access your own knowingness.

Bonus: it's much more fun and efficient to do errands when other people are at work. :)

Understanding those principles means that you can then start to build a schedule that really reflects who you are.



# The simple approach to a schedule

*In a structure I first learned from Adam Kayce of [www.brightcoconut.com](http://www.brightcoconut.com), you have some deceptively easy choices to make about your schedule:*

## **On or Off.**

On means it's working time. Off means it's everything else time.



## **When deciding when work time is, pay attention to three factors:**

Do you like deep dives, or short periods of focus? Are you a morning person, or a night person? Are there particular times of day when you tend to be more productive or alert, and times when you are less so? And when are your community and loved ones available? Make sure you leave some off time when you can connect with people you care about.

## **Client or Self.**

Once you decide which times are “on” times, you then further designate some of the On time as client/delivery time, and some of the On time as time for you to work on your business, and not be distracted by client needs.

It's incredibly important that you reserve time to maintain the care and feeding of your business. The temptation, as you get busier, is to give more and more time to clients, and to let them wander all over your schedule. Not healthy! And not sustainable.

## **STAY AWAKE**

**Trust yourself:** You probably have stories about how you “should” be, but you also know how you are actually are. You may tell yourself that it's “better to do deep dives” but the truth is you work best in 45 minute snippets.

**Trust your knowing:** Don't get attached: The first time you do this, it will not work ideally. In the actual practice of creating the schedule and then living it, you'll notice what needs to change and be different. That's okay. You'll review your schedule at regular intervals to see if it's working, and also to see if your life circumstances have changed, and so your schedule needs to change to support those changes.

# The Exercise

Print out multiple copies of any calendar that works for you.  
Grab some colored pens or pencils, or however you like to do it.



1. Ask Deep Dives or Short Snippets?

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2. Morning, or night? When are your creative peaks, and when are your dips.

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3. Special activities you want space for?

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4. When are your loved ones and community available?

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With the answers to those, start to sketch out a calendar. Start with 30 hours of work time. If you need to stretch to 40 hours, you can, but start there and see what happens.





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*Every act of business can  
be an act of love*

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*When you find the love, you find yourself.  
The secret is in the love. You are the love, not another.  
Everything is in the love, and everyone needs the love.  
If you find this, what more could you want?  
The jewels are inside you.*

SUFI SHAYKH SIDI AL-JAMAL AS-SHADHULI

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BUSINESSHEART PRESS  
MILWAUKIE, OREGON, USA