

8. HOW I SPEND MY TIME - PART 1

HOURS AVAILABLE

24 EACH DAY - 168 PER WEEK

A normal workweek uses 40 hours

Average travel to work takes 10 hours a week

Wash dress breakfast can take 7 hours a week

Sleeping normally takes 56 hours per week

What do you do with the average 55 hours remaining?

Make a list of all the regular activity that YOU spend your gift of time on.

Think about how much time you spend on each and fill in the chart provided.

Think carefully about each activity and don't leave anything important out.

Either use a week that is a typical average or actually track yourself for one week.

All of the 24 hours should be used up for each day.

Using the Time Chart in PART 2 fill out what you are currently doing with your own time. Below are some suggestions to jog your memory

SUGGESTIONS

LAUNDRY	COOKING	WATCHING TV	WORKING	ENTERTAINING	
SLEEPING	HAIRDRESSERS	WITH FAMILY	SHOPPING	HOBBY	BATHING
	CHILDREN'S HOMEWORK	EATING		DIY	
	GARDENING	ALONE TIME	VISITING FRIENDS	GROOMING	
	CLASSES	LIBRARY	SOCIAL MEDIA	CINEMA	

DIRECTION **HARMONY** **ACCOUNTABILITY** **RESPONSIBILITY** **MOTIVATION** **ACTION**

8. HOW I SPEND MY TIME - PART 3

After assessing how you spend your time ask yourself some questions

Am I living a balanced life?
What's missing from this list?
Am I happy with how I spend my time?
How much of my time is spent caring for others?
Am I involved in too many things?
Where can I free up some time?

Define your priorities

Are my priorities what I thought they would be?
Where would I like to spend more of my time?
If I had unlimited resources and no restrictions what would I do?
Are there areas that need more or less attention?
Is there a secret dream or desire that I keep putting on hold?

Check these questions against your whole life – include

HOME ENVIRONMENT RELATIONSHIPS HEALTH WORK-LIFE WEALTH PLAYTIME PERSONAL/SPIRITUAL GROWTH

Out of these thoughts create your list of non-negotiables –
Things that must be in your life to allow you to feel fulfilled and complete.
See how much spare time you can free up to pursue your goals.

DIRECTION HARMONY ACCOUNTABILITY RESPONSIBILITY MOTIVATION ACTION

8. HOW I SPEND MY TIME - CHART

PART 2

Date		Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total hours
Hours available		24	24	24	24	24	24	24	168
What I do with my time									
Total remaining hours		0	0	0	0	0	0	0	0

DIRECTION HARMONY ACCOUNTABILITY RESPONSIBILITY MOTIVATION ACTION