



Where does your time go?

For one week, you will track the time you spend on various activities. Try to complete the form each night before you go to bed.

If you are multi-tasking – for example, reading while you commute, exercising while you clean, or spending quality time with children whilst supervising homework, a good way to record this is to split your time between the 2 activities (for example, record 30 minutes for commuting, and 30 minutes for reading if your commute is an hour a day and you read for most of that time.)

Activities	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total (168 hours)
Life's Essentials								
Sleeping								
Eating								
Other								
Work								
Commuting to and from work								
Business travel								
Official working hours at office or home office								

Additional working hours (working through lunch, working late, weekends, working at home, checking and responding to emails, voicemails, answering cell phone etc. outside official working hours)								
Other								
Household Chores								
Grocery shopping								
Meal preparation, clean up, dishwashing etc								
Cleaning and tidying								
Laundry and ironing								
Repairs and maintenance around the house and garden								
Other								
Taking care of others								
Chauffeurung children or elders to school, activities, parties, dates, mall, etc								

Attending to daily needs of children or elders – packing lunches, bathing, feeding, grooming, supervising homework								
Responding to calls or making arrangements for family								
Other								
Other Responsibilities								
Paying bills, budgeting, etc.								
Errands (dry cleaning, shopping, etc.)								
Studying								
Volunteer commitments								
Other								
Time for Self								
Personal Grooming (bathing, dressing, grooming, etc.)								

Exercising								
Watching TV								
Computer (non-work)								
Pursuing sport or hobbies								
Relaxing (e.g. reading, shopping for pleasure, taking a bath, going for a walk, etc.)								
Spiritual practice								
Other								
Time for Others								
Quality time with partner, friends, family or community								
Other								

How you spend your time reveals your true priorities. You can begin to see what you call important by how many hours you devote to this activity. Below list the top 7 things that take up the most of your time

- 1.
- 2.
- 3.
- 4.

5.

6.

7.

Coaching Questions

- ☞ If this were your last week on earth, would you be happy with how you are spending your time?
- ☞ Are your priorities what you thought they would be?
- ☞ Are these the priorities you most want?
- ☞ If you could forget about the shoulds and focus on the wants, where would you be spending your time?