



How Do You Spend Your Time Each Week?

No matter how you look at it, there are only 24 hours in each day. If you spend seven or eight hours sleeping each night, that leaves approximately 120 waking hours per week.

Are you spending your time the way you want to? The first step in achieving better control of your time is to understand how you use it.

ACTIVITY	HOURS SPENT EACH WEEK DOING ACTIVITY	I WANT TO SPEND MORE/LESS TIME ON THIS ACTIVITY (+/-)
CARING FOR CHILDREN AND OTHER DEPENDENT FAMILY MEMBERS		
PRIVATE TIME WITH SPOUSE		
EATING MEALS		
HOUSEWORK		
LAUNDRY		
SHOPPING		
PREPARING MEALS		
COMMUTING TO AND FROM WORK		
MEETINGS WITH COLLEAGUES		
LONG- AND SHORT-TERM PLANNING		
DELEGATING AND MANAGING PROJECTS		
JOB TASKS		
TELEPHONE CALLS		
BREAKS		
CONTINUING EDUCATION		
SPIRITUAL DEVELOPMENT		
EXERCISE		
READING		
HOBBIES		
RECREATION		
VISITING FRIENDS AND RELATIVES		
COMMUNITY INVOLVEMENT		
WATCHING TV		
OTHER LEISURE TIME		
SLEEPING		

