

MY TIME CHART

Where do you spend your gift of time? Using this chart, fill in your daily activities along with the average number of hours spent. Capture the details. Be honest with yourself.

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	5:00							
	6:00							
	7:00							
	8:00							
	9:00							
	10:00							
	11:00							
PM	12:00							
	1:00							
	2:00							
	3:00							
	4:00							
	5:00							
	6:00							
	7:00							
	8:00							
	9:00							
	10:00							
11:00								
AM	12:00							
	1:00							
	2:00							
	3:00							
	4:00							

Mark down each time you find yourself doing any of the following:

Worrying _____	Anger _____
Impatient _____	Being Grateful _____
Rushing _____	Daydreaming _____

Now total up all of the different activities you did this week:

<u>Activity</u>	<u># of hours</u>	<u>Activity</u>	<u># of hours</u>	<u>Activity</u>	<u># of hours</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

What do you think? Answer the journal questions below to help you get started.

Email me with your thoughts diane@cultivateLIFE.com

WHAT DO I WANT?

Now that you see where your time is going, you have a better idea to the question:
Where does the (day, week, year, time, my life) go?

- 1) **List one to five activities that you enjoy doing now even though you are busy.**

- 2) **Would you like to spend more time on these activities? If yes, list why.**

- 3) **If you had absolutely no restrictions, (like money, family obligations, work obligations, or health restrictions), what would you like to do in the next year?**

- 4) **List five things that you could do to start moving toward those desire(s)?**

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- 5) **In order to create space in your busy schedule to achieve your dreams, you must practice saying NO to the things that prevent you from moving toward what you want. Complete the form below:**

If I want to say YES to:

I must say NO when:

Write this list on several index cards and place them where you will see them each day. Suggested locations: on your bathroom mirror, in your checkbook, by the phone, in a frame on your desk. Practice saying NO.

- 6) **Now the only way to get where you want to go is to commit to time every week to move toward your goal. I suggest four to five uninterrupted hours every week. It takes time to get yourself into any task because of all the things you “should” be doing. Try to make it the same time every week. You will soon start looking forward to this time and your mind will be prepared to work. Once you sit down to work, you will be surprised how much you can get done in a few hours. Here’s how to get started:**

- Make a collage or draw a picture of what you want, or where you want to be in the next year.
- Make a to-do list, and then break each task down further. Commit to doing one task per week.
 - Make a call.
 - Write a letter.
 - Just start writing down your thoughts.
 - Go to the library.
 - Search the Internet.
 - Look for associations similar to your goal.
 - Contact a travel agent.
 - Sign up for a class.
 - Clean up the clutter.
 - Get financial advice.
 - Join the gym. Find an exercise buddy.

And finally, take time every day to be silent and listen to your heart. It is trying to tell you to love, be happy, and make others happy. You make others happy by experiencing happiness and setting an example of what happiness looks like. Listen closely, your heart will show you the way.