



TIME MANAGEMENT CALCULATOR

TRULY, one of the best things you can do to gain more focus, energy, and reduce anxiety is to determine where your time is going. Once you know this planning your days gives focus and drive.

INSTRUCTION: Doing the best you can: fill in each highlighted box.

	Per Day	Per Week
Work		40
Sleep	7.5	52.5
Shower/Hair/Grooming	1	7
Eating /Prepping Food/Cleaning Up	1	7
Travel		10
Exercise		14
Social/Friends/Family/Clubs		7
Religion		2
Errands/Laundry/Shopping		2
Leisure/TV	3	21
Other		

Time Left in the Week	5.5
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It looks as though have additional time you have not accounted for. That's OK. It happens to most people. Your next step will be to determine where your extra time is being used. It is very common for people to lose time for their goals, life, and energy in leisure activities such as TV or Video games. We suggest starting there. Think about it: 1 show is 1 hour. Average people watch 3-5 shows a day.

GOALS: (1) Determine where your times goes (2) Proceed to the planning module and plan accordingly to your need so you make time for your goals and you.

