



THE COACHING MINUTE.COM

the POWER of what a few minutes can do for you

TIME MANAGEMENT EXERCISE WORKSHEET

Example: Time Management Exercise					
Hours in a week to Use		168.00	Hours in a Year To Use		8,736.00
Sleep: 8 Hours/night	56		Sleep: 8 Hours/night	2,912	
Work: 9 hours/day +sat.	54		Work: 9 hours/day +sat.	2,808	
TV: 1 1/2 Hours/night	10.5		TV: 1 1/2 Hours/night	546	
Fitness: ZERO	0		Fitness: ZERO	0	
Eating: 2 Hours/day	14		Eating: 2 Hours/day	728	
Cleaning: 10 min/day	1.1		Cleaning: 10 min/day	57	
Misc.: 1 hour/day	7		Misc.: 1 hour/day	364	
Total Hours Used		142.60	Total Hours Used		7,415.20
Total Hours Unused		25.40	Total Hours Unused		1,320.80

In this example there is 25.40 hours of time left over. That is 3 whole workdays that can be utilized to follow your goals and achieve your dreams. What if you only slept 7 hours a night and got rid of the Misc. crap. If you can't label it properly it should be removed. You would pick up another 14 hours a week. That would be approx. 40 extra hours to put towards getting healthy, reading, working on your home-based business and building quality relationships with your spouse. Simple strategies.

Time Management Exercise					
Hours in a week to Use		168.00	Hours in a Year To Use		8,736.00
Sleep:			Sleep:		
Work:			Work:		
TV:			TV:		
Fitness:			Fitness:		
Eating:			Eating:		
Cleaning:			Cleaning:		
Misc.:			Misc.:		
Total Hours Used			Total Hours Used		
Total Hours Unused			Total Hours Unused		