



Worksheet for Creating More Time in your Day

The following exercises will enable you to realize where you are giving up control to someone else over your time, how to take back that control, and how you can most effectively take advantage of your time. Knowing this information gives you the power to create more time in your day.

- 1. Name 5 things you do often that take up your time. Make sure that these are 5 things that are under your control.**

1. _____
2. _____
3. _____
4. _____
5. _____

- 2. Describe one thing you can do to create more time in your day.**

1. _____

- 3. Identify the first step you will take to achieve the action that will create more time in your day. Ex: If you watch reality shows during the day, you will limit TV watching to 2 hours a day. You can consistently decrease the frequency or amount of time you spend doing this action to the point where you are satisfied with the amount of time you have available.**

1. _____

- 4. List 5 ways in which you can make your office/home a more efficiently run area.**

Ex. Place printer by the computer, place garbage can by the printer, set timer to go off at specific times to remind you to check email, etc.

1. _____
2. _____
3. _____
4. _____
5. _____

- 5. List 3 ways in which you will reward yourself for creating more time in your day.**

1. _____



- 2. _____
- 3. _____

6. Acknowledge when you begin to do the things that most took time in your day. Is there a trend in how you feel when you do these things? Are you lonely, sad, angry, bored? Anything in specific make you start this behavior? Without judgment of yourself, analyze what it is that makes you fall back into this self-defeating pattern of behavior. Write it down and describe how this pattern of behavior is sabotaging your success.

7. Now that you have a better understanding of what sets off this pattern of behavior in you, list 3 things you can do to counter it. What can you do to get right back to making the most out of your time?

You can use this worksheet as often as you need until you create the amount of time you desire and need to get all of your tasks and goals accomplished.

This exercise is meant to give you a better idea of where you are in your life right now, what obstacles are in the way of getting what you want done, and where you wish to be. Any specific idea, suggestion, or question that jumps out at you may be an indication of what you are missing in your life, would like to improve, or would like to change completely. Working with a life coach can be an incredible tool for creation of change, overcoming of obstacles, changing defeating behavior and thinking patterns, and finally reaching goals you desire in life. You can find out more information at www.timeforlifenow.com