

# Respecting Your Time

## TIME SCHEDULE

Explore how you use your time, and what it says about you and your recovery. Remember that time is more than a clock—it is a profound element of human existence. We all have limited time, and we will never have these moments to live again. Use your time well!

★ *There are two ways to use the schedule below.*

1. **Focus on the present.** Fill out the schedule as best as you can for today and the past 6 days. Then answer the questions in Handout 2 to explore what it says about you.

2. **Focus on the future.** Fill out the schedule to reflect how you would like to use your time. Prioritize your recovery, productive work, time in safe relationships, and other healthy activities.

 <b>Time Schedule</b>							
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
7 A.M.							
8 A.M.							
9 A.M.							
10 A.M.							
11 A.M.							
Noon							
1 P.M.							
2 P.M.							
3 P.M.							
4 P.M.							

(cont.)

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5 P.M.							
6 P.M.							
7 P.M.							
8 P.M.							
9 P.M.							
10 P.M.							
11 P.M.							
Midnight							

## Are You Respecting Your Time?

★ *When looking at your current schedule, do you feel that you:*

1.	Are using your time well?	Yes	Sometimes	No
2.	Have prioritized your recovery above all else (e.g., time in treatment and safe activities)?	Yes	Sometimes	No
3.	Take care of your needs, not just other people's needs?	Yes	Sometimes	No
4.	Use daily "to-do" lists to make the most of your time?	Yes	Sometimes	No
5.	Have enough time for yourself?	Yes	Sometimes	No
6.	Have a good amount of structured time (e.g., work, school), neither too much nor too little?	Yes	Sometimes	No
7.	Use time to take good care of your body (eating, sleeping, exercising)?	Yes	Sometimes	No
8.	Spend little or no time in substance-abuse activities (buying, selling, using, recovering from substance use)?	Yes	Sometimes	No
9.	Balance time alone versus time with others?	Yes	Sometimes	No
10.	Have enough time that is entirely your own to enjoy (at least 1 hour/day is recommended)?	Yes	Sometimes	No
11.	Protect your time from being wasted by other people?	Yes	Sometimes	No
12.	Have a stable daily routine?	Yes	Sometimes	No

★ *When you look at your use of time, what are your reactions?* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

★ *What does your schedule tell you about your priorities in life (e.g., what matters to you, how you take care of yourself)?* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

★ *How would you would like to change your use of time (e.g., priorities, time alone versus time with others, balance of work and play, time wasted or used well)?* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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★ *When you were growing up, what messages (positive and negative) did you get about spending time?*

(+) *Positive messages:* \_\_\_\_\_

\_\_\_\_\_

(-) *Negative messages:* \_\_\_\_\_

\_\_\_\_\_

★ *Is how you spend time similar to how you spend money? For many people, these are similar and give clues about deep assumptions. For example, do you balance your use of both time and money? Do you waste time and money too freely? Are you too "tight" with time and money, so you can't enjoy life?* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_