

## Planning Your Time using the MY8760® Activity Planning Matrix

You can begin planning for a more balanced and productive life in 4 easy steps!

**Step 1:** Click on the link on the MY8760.com web page to download a pre-programmed Microsoft Excel® workbook

**Step 2:** Progress through worksheets 2-11 to enter information about your personal life

**Step 3:** Go to the first worksheet entitled "GRAPH" to see a summary of how you spend your time in both numerical and graphical format as well as a highlight to see how much free time you have available

**Step 4:** Keep refining each worksheet in the workbook to fill out 8760 hours in the manner you want to live your life until satisfied