

SOMETHING TO WORK ON!



TIME ASSESSMENT

Making a change can seem complicated, especially if we feel we don't have the time to do so. Sometimes we like to do things in a certain way because we feel it saves time. When was the last time you assessed your time?

This month we are going to look at how we spend our time. The only supplies you will need are a journal/writing pad and a pen. We are tracking what we do for an entire week. To get a true assessment of how you spend your time, make sure you track a normal week (and not one you are either preparing for or doing something out of the ordinary). We can get very detailed when it comes to analyzing the results, but the daily time tracking will be the most time-consuming yet rewarding in the end.

Here's what to do:

- Start on a Sunday and end on a Saturday. Write everything you did for the entire day including sleep, and how much time you spent on it.
 - Note what time you got up. This includes noting what time the alarm clock went off and what time you actually got out of bed.
 - Note how long it took you to get dressed, eat, get to and from work, cook, and exercise.
 - Note when you do overtime for work (whether you go into the office or work remotely), and when you are working on business ideas.
 - Note when you run errands and be specific on what the errands were.
 - Note time you spent with your kids (if you are a parent), and other family members.
 - Note when you look at tv, or scanning the computer or social media, etc.
 - Note when and how long you daydream. Even if you are daydreaming at work or on the can, when you come back to reality write it down.
 - Write down how long you took a nap or spent time on the phone for business and pleasure.
 - Write down outings that you went on and how much time was spent.
- As a bonus, keep track of the time of day when these things happen and rate each entry with either a smiley face, a neutral face, or a sad face on how valuable you found that usage of time to be.
- After the week is up, review your time journal and see what positive changes can be made to the way you spend your time.
 - Circle and add up all the time spent on unproductive tasks (time traps) and look for ways to cut them down. Then calculate how much time you freed up for more productive activities.
 - Highlight all essential tasks and see if you are spending adequate time on them. Also evaluate to see if the day of the week or time of day needs to be changed to become more effective.
 - If possible, move high energy tasks to days and times where you know you have more time and energy.

Seeing how you spend your time in black and white gives you a clearer picture of where your time goes and what your true priorities are. Evaluating how we spend our time can help us see where change is needed.

Assessing and changing how we spend our time can be the gateway to making time for even greater changes.



ONE LAST THING



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Until Next Time.....