

How Do I Spend My Time?

"The 24"

Activity - Weekday	Hours	Comments
<i>Starting Point:</i>	24	
Morning Routine	1.5	Coffee and lemon water; walk dog 15 mins; stretch 10 mins; shower and dress 1 hr
Commute	0.5	<i>Opportunity - listen to MasterClass or audio book</i>
Work	8	
Commute	0.5	<i>Opportunity - listen to MasterClass or audio book</i>
Play with dog	0.25	<i>Opportunity - play with dog while meal is cooking</i>
Prepare and eat dinner	0.75	
Walk on treadmill	1	<i>Opportunity - catch up on TV series or listen to MasterClass or audio book</i>
Shower and prepare for bed	0.5	
Meditate in bed	0.25	
Sleep	7	
Sub-Total	20.25	
Extra time	3.75	Nearly 4 hours appear to be available during the weekday - verify and modify

Activity - Weekend	Hours	Comments
<i>Starting Point:</i>	24	
Morning Routine	0.5	Coffee and lemon water; walk dog 15 mins; stretch 10 mins
Gym	1.5	Includes .25 travel each way
Grocery Shopping	2	Includes .25 travel each way and stop at Walgreens
Laundry	1	Includes 2 mins to load, 2 mins to transfer to dryer, fold and put away
Prepare and eat dinner	0.75	
Read book	1	
Shower and prepare for bed	0.5	
Meditate in bed	0.25	
Sleep	7	
Sub-Total	14.5	
Extra time	9.5	Nearly 10 hours appear to be available during the weekend - verify and modify

"The 24" - Why This Exercise Matters

Taking a close look at how you spend your 24 hours each day is more than just a time-tracking activity. It's a powerful act of self-awareness. By mapping out your typical weekday and weekend routines, you begin to see patterns, priorities, and hidden opportunities. This simple yet revealing exercise can uncover time leaks, clarify what truly matters, and help you align your daily habits with your goals and values. Many people are surprised to find they have more time than they thought, not by adding more hours, but by using them more intentionally. Gaining this insight is often the first step toward greater balance, productivity, and personal fulfillment.

Head over to Excel or your software platform of choice, and give it a go!



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