

TIME SYNTHESIS

Awareness Exercise

Worksheet

The purpose of this exercise is to get serious about the time you have and to actually find out how you are investing your time.

This is a truly mind-opening exercise and worth the effort to do.

You will be surprised at how much time you spend on things that don't matter. You may think you don't waste time, but tracking your time for a week will give you a clear picture.

How much time do you spend on the telephone? How about watching TV? Finding things because of being disorganized?

You will see where you have lost time that you can put to better use to do that project, write that book, or fit in exercise you've been putting off saying, "I don't have time to exercise."

Again, do this exercise because it can make a big difference in your life.

Please feel free to provide feedback on this awareness exercise. Was it helpful to you? Your input is valued.

DETAILS:

Time Synthesis

Estimated time:

One Week

For one week you will log in how you "invest" your time or "lose time" on what doesn't matter. This is easy to do with this form.

Intended for:

- Anyone who wants to take charge of their life will benefit from this exercise.
- Anyone who wants to "find time" to do something they really want to do.

Upon completing this exercise:

You will have a clear picture of where your time goes. With that information you can take charge of your life to invest time into what matters most to improve your life.

Materials required:

1. Time Synthesis PDF
2. Printer.

Prerequisites:

Helpful especially if you think you don't have enough time to do what you want.

Time Synthesis

Lifestyle Time Management Assessment - Page 1 of 2

1 - Health - Life Maintenance	Notes	M	T	W	T	F	S	S	Total
Sleep - Total hours slept									
Food Preparation and eating - All meals									
Dressing and Grooming									
Exercising									
Self-renewal - Time alone to think, daily review									
Spiritual Renewal									
1 - Totals for Health - Life Maintenance									

2 - Relationships - Family/Friends/Social	Notes	M	T	W	T	F	S	S	Total
Time with family (in person)									
Connecting with family: Email-Face Book-Twitter									
Time with Friends (in person)									
Connecting with Friends: Internet-Email-Etc.									
Intimacy - renewal with Beloved									
2 - Totals for Relationships									

3 - Learning - Formal and Informal	Notes	M	T	W	T	F	S	S	Total
Reading to Learn									
Taking a Class, Seminar, Workshop									
Doing Homework									
Practice - Music, dance, Performing Arts									
Practice - Sports, Exercise, Martial Arts									
Exploring to Learn - Going to a Museum, etc.									
3 - Totals for Learning									

4 - Life Management	Notes	M	T	W	T	F	S	S	Total
Planning and Organizing (Goals/Schedule/Calendar)									
Family Meetings									
Writing in Journal / Diary									
Home Care - Car Upkeep									
4 - Totals for Life Management									

Time Synthesis

Lifestyle Time Management Assessment - Page 2 of 2

5 - Work - Including Volunteer Work	Notes	M	T	W	T	F	S	S	Total
Commute to Work									
Work / Volunteer Work (on the job or at home)									
Creative Work - (Project / Avocation / Hobby)									
5 - Totals for Work									

6 - Home Care	Notes	M	T	W	T	F	S	S	Total
Cleaning Home / General Maintenance									
Painting, Window Washing									
Yard Maintenance / Car Maintenance									
6 - Totals for Home Care									

7 - Financial Planning	Notes	M	T	W	T	F	S	S	Total
Paying Bills - Balancing Check Book									
Recording Financial Information (i.e. Excel, etc.)									
7- Totals for Planning									

8 - Leisure / Play Time	Notes	M	T	W	T	F	S	S	Total
Reading for Pleasure									
TV, Video Games, WII, Etc.									
Social Night Out (Movie, Theater, Dinner Out)									
Sports - Tennis, Golf, Swimming Etc.									
Vacation - Entertaining Family and Friends									
8 - Totals for Leisure / Play Time									

Sub-Totals for Pages 1 and 2	Notes	M	T	W	T	F	S	S	Total
1 - Health									
2 - Relationships									
3 - Learning									
4 - Life Management									
5 - Work									
6 - Home Care									
7 - Financial Planning									
8 - Leisure / Play Time									
Grand Total									