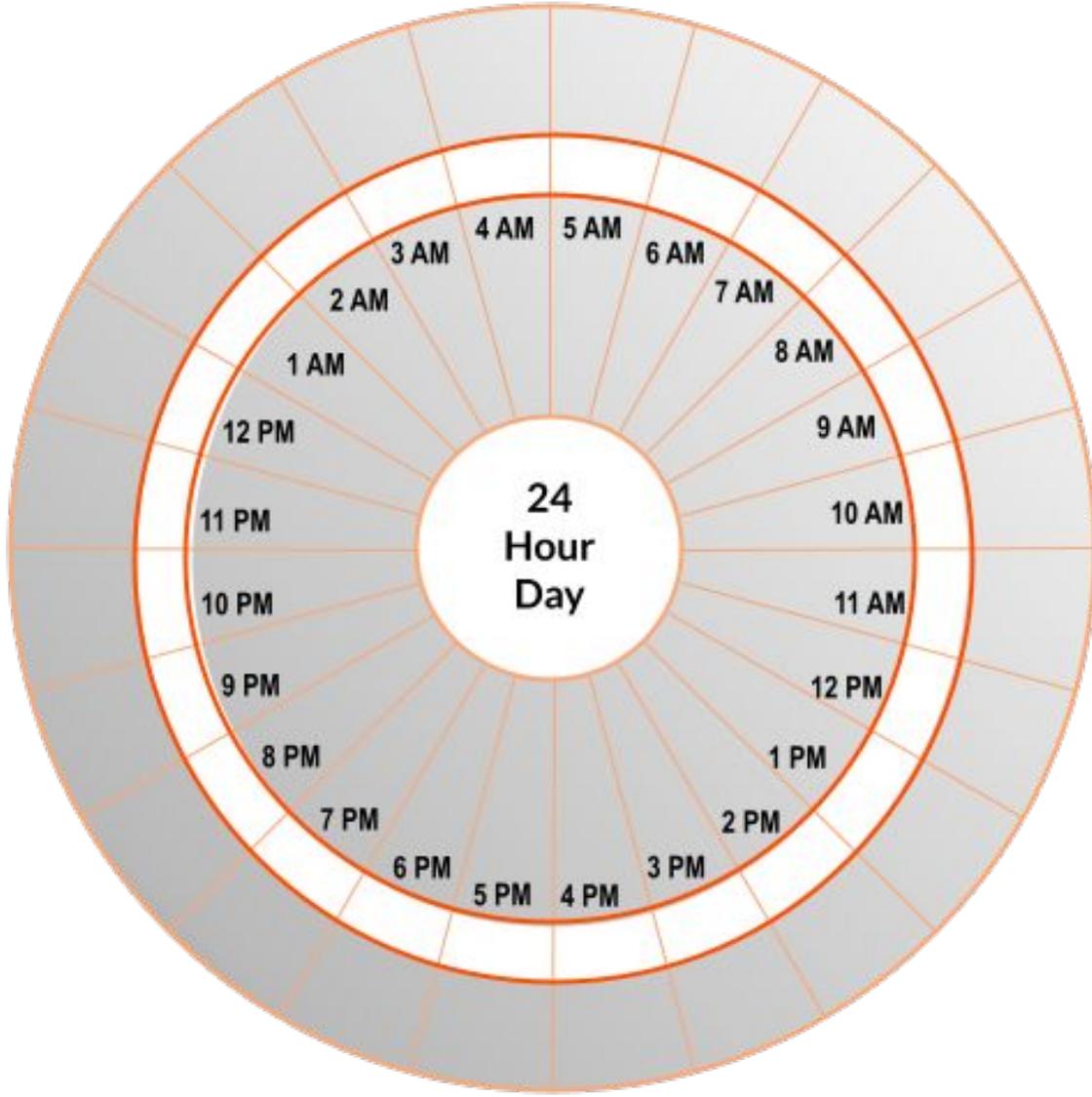


How are you spending your time?



1. Time Reality Check

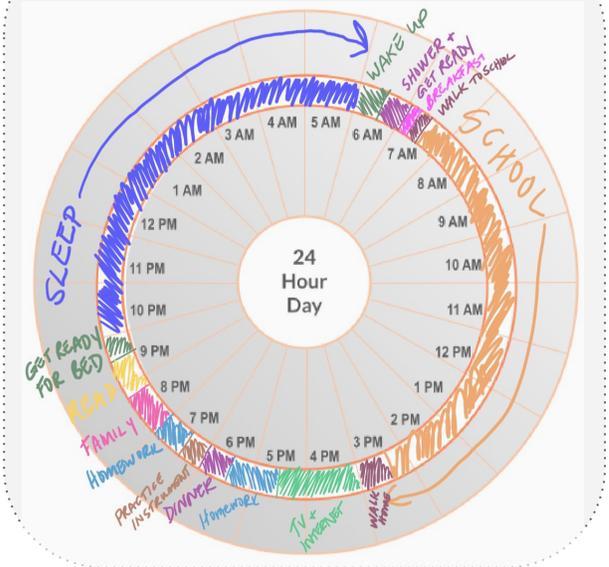
Please fill out this time pie chart to reflect the way you have actually been spending your time on average over the last couple of weeks.



Some Ways We Spend Time:

- Commuting
- Downtime / Relaxation
- Eating
- Exercise
- Falling asleep
- House Cleaning
- Laundry
- Learning
- Meditation
- Playing
- Cooking/preparing food
- Reading
- Shopping
- Showering/ Bathing/ Self Care
- Sleeping
- Spirituality
- Time with family
- Time with friends
- Waking up
- Watching TV
- Working
- Yard work
- Zoning out

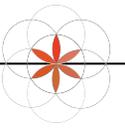
Example - Student's Time



2. Facing Your Reality

AFTER you have filled out your time pie chart please reflect on the following questions:

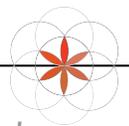
- A. What does your filled out chart tell you?
- B. Are there any surprises?
- C. What feelings does it bring up for you?



3. Full System Diagnostic Scan

Now is a good time to do a full system diagnostic scan of this human machine you're operating. Are you using good fuel? Are you running on empty? Is there deferred maintenance you need to attend to?





How do you WANT to spend your time?

4. *In order to utilize the hours in your days in the service of the kind of life you want to live, please think about the way you want to FEEL. Start by highlighting or circling any words in the list below that resonate for you. (Feel free to add your own words!) Then, narrow down the list by placing an asterisk beside the 3-5 MOST important words that describe how you want to feel.*

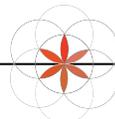
Some Desired Feelings Words

affectionate	calm	elated	full	heavenly	joyous	pleasant	rewarded	supported	wanted
alert	capable	electrified	funny	helpful	kind	pleased	safe	sure	wonderful
alive	cheerful	enchanted	glad	honored	loving	pretty	satisfied	sympathetic	youthful
astounded	clever	energetic	good	hopeful	mighty	proud	secure	understood	
awed	confident	excited	gratified	impressed	naughty	refreshed	seen	useful	
beautiful	content	fancy	groovy	included	needed	relaxed	settled	valued	
blissful	delighted	fascinated	happy	independent	nice	relieved	sexy	vibrant	
bold	eager	flirtatious	healthy	infatuated	nurtured	respected	silly	vital	
brave	ecstatic	free	heard	inspired	peaceful	rested	strong	vivacious	

5. *What are your most important values? Just like in question 3, start by highlighting or circling any words in the list below that resonate for you. (Feel free to add your own words!) Then, narrow down the list by placing an asterisk beside your 3-5 MOST important values.*

Some Values Words

Accomplishment	Capability	Decisiveness	Excellence	Health	Leadership	Perseverance	Service	Utility
Accountability	Care	Dependability	Excitement	Helpfulness	Learning	Persistence	Significance	Victory
Accuracy	Change	Determination	Experience	Honesty	Logic	Power	Simplicity	
Achievement	Clarity	Devotion	Expertise	Honor	Longevity	Practicality	Skillfulness	
Acknowledgement	Commitment	Diligence	Exploration	Hopefulness	Love	Preparedness	Solidarity	
Adaptability	Community	Direction	Fairness	Impact	Loyalty	Presence	Stability	
Adventure	Compassion	Discipline	Faith	Independence	Making a difference	Pride	Strength	
Agility	Competence	Discovery	Fearlessness	Influence	Maturity	Proactivity	Structure	
Appreciation	Composure	Diversity	Ferocity	Ingenuity	Meaning	Professionalism	Success	
Approachability	Confidence	Drive	Firmness	Inquisitiveness	Meticulousness	Recognition	Support	
Assertiveness	Connection	Duty	Flexibility	Insightfulness	Mindfulness	Reflection	Synergy	
Assurance	Consciousness	Dynamism	Focus	Inspiration	Nerve	Reliability	Teaching	
Attentiveness	Consistency	Ease	Friendship	Integrity	Openness	Reputation	Teamwork	
Awareness	Continuity	Education	Giving	Intelligence	Optimism	Resilience	Thoughtfulness	
Balance	Cooperation	Effectiveness	Grace	Introspection	Order	Resolve	Trust	
Boldness	Courage	Efficiency	Gratitude	Inventiveness	Organization	Resourcefulness	Trustworthiness	
Bravery	Creativity	Empathy	Growth	Involvement	Partnership	Respect	Truth	
Brilliance	Credibility	Endurance	Guidance	Justice	Patience	Responsibility	Understanding	
Calmness	Curiosity	Energy	Happiness	Kindness	Passion	Selflessness	Unity	
Camaraderie	Daring	Enthusiasm	Harmony	Knowledge	Peace	Sensitivity	Usefulness	



6. Being Mindful of the Gap

What is the difference between the way you felt after filling out the time pie chart in step 1 and how you WANT to feel?



Mind The Gap warning at London Underground station. © Tupungato / Adobe Stock

What is getting in the way of you living in a way that is consistent with your desired feelings and values?

7. Start, Stop, Change.

What do you have to stop doing, start doing, get help with, set boundaries around, or otherwise change? What truth do you need to speak out loud?

8. Please fill out this time pie chart to reflect how you will spend your time to get the life you envision.

