

Where does your time go?

“The first step towards success is to know what it is that you want to do”

Fill out Columns 1 and 3 only. (See “*Example*” as a reference to guide you in this process). The **green** colour has been used for the goal oriented parts of the chart, however if there is a specific colour that you rather associate with success/achieving of Future Goals, then please feel free to change to Your preferred colour. Feel free to increase the number of rows if you need them.

In Column 1, please consider how many hours you presently spend in each topic area per week. Your distribution of weekly hours needs to reflect a “typical” week. Note: The number of active hours spent per week need to total **98 hours!**

Please give an honest and detailed account of the amount of time spent on the topics in a typical week. The 98-hour week allows for 7 days, each of 14 hours.

Topic	1. Present Hours Spent in 98 Hour Week	2. Desired Hours Spent in 98 Hour Week	3. Your Future Goals (what you want)	4. Actions (as agreed with Coach)	5. Status (where you are since the last session)
Health <i>(Diet Fitness Relaxation)</i>					
Career/Job <i>(Development Promotion Transition)</i>					
Relationships <i>(Friends Colleagues Neighbours)</i>					

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Spiritual <i>(Religion Meditation Peacefulness)</i>					
Family <i>(Partner Children Parents/Siblings)</i>					
Free Time <i>(Fun Hobbies)</i>					
Total Hours	98 h/w	98 h/w			

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Example:

<p><u>Health</u></p>	<p>6</p>	<p>12</p>	<p>1. Find out my condition including general health, eyes and teeth Target Date: Nov 08</p> <p>2. Eat proper, healthy breakfast & lunch every day – get back into my size 38 jeans by December '08</p> <p>3. Exercise at least 3 times per week (gym twice & squash once) Start: On Monday 21st</p>	<p>1. Book appointments with doctor, dentist & optician to by 11/10/08. 2. Start 11/10/08</p> <p>3. Go to gym Mon & Wed evenings + squash 1/weekend. Start 12/10/08.</p>	<p>1. Goal Achieved Oct-08</p> <p>2. Goal Achieved Dec-08</p> <p><i>3. Gym closed down, need to find new solution</i></p>
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