

DATE:

Where Does My Time Go?

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity was a Priority 1, 2, 3, or 4. See the chart below.
- Finally, decide which activities deserve more of your time (Priority 1 & 2) and which deserve less (Priority 3 & 4). Make plans to spend more of your time tomorrow on Priority 1 & 2 activities.

URGENT IMPORTANT 1	NOT URGENT IMPORTANT 2
URGENT NOT IMPORTANT 3	NOT URGENT NOT IMPORTANT 4

RESULTS

Activities that deserve more time:

Activities that deserve less time:

Plan for tomorrow:

TIME	ACTIVITY	PRIORITY
5:00 am		
5:30 am		
6:00 am		
6:30 am		
7:00 am		
7:30 am		
8:00 am		
8:30 am		
9:00 am		
9:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
12:00 pm		
12:30 pm		
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12:00 am		
12:30 am		
1:00 am		
1:30 am		
2:00 am		
2:30 am		
3:00 am		
3:30 am		
4:00 am		
4:30 am		

Where Does My Time Go?

Thank you for downloading Where Does My Time Go? from Sage Grayson Coaching at <http://sagegrayson.com>. This worksheet will help you find your lost minutes and make time in your day for truly important tasks.

Instructions

- First, record your activities in half-hour increments for an entire day.
- Later, determine whether each activity is urgent + important, not urgent + important, urgent + not important, or not urgent + not important.
- **Urgent + important:** getting a report to a client by 3:00 pm today.
- **Not urgent + important:** exercise and email.
- **Urgent + not important:** someone else's work.
- **Not urgent + not important:** Facebook, Pinterest, watching reality TV.
- Once you've categorized all your activities, take an honest look at where you spend your time.
- Which activities deserve more of your time (Priority 1: urgent + important AND Priority 2: not urgent + important)?
- Which activities deserve less of your time? Make plans to spend more of your time tomorrow on activities that are truly important to you.

Who's Sage?



Hey there! I'm Sage Grayson, and I'm a kick-ass life coach who helps busy women make their lives a little sweeter. I live in the suburbs of San Francisco with my husband, Chris, and dog, Skyla.

Like this worksheet? Get more unstoppable motivation at <http://sagegrayson.com>.

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FREE Ready, Set, Go! Call

Get your free Ready, Set, Go! coaching call. This is a 30-minute Skype video chat with me where we'll discuss the challenges you're facing, your big goals for your life, and how to get you there.

Let's get started today!

Sign up at <http://sagegrayson.com/ready-set-go-call/>.