

Christopher Brown Life Coach

One Week Activity List and Analysis

If you consider that we all have the same amount of time each week. We all have 168 hours each week. If we allow 10 hours per day for sleeping and other routine items, we all have 98 hours per week to attend to the most important matters of our lives.

What is interesting to me as a coach is when people say they don't have the time to attend to the most important things in their life. We do have the time but we, as human beings, I believe are not naturally great at both estimating time needed to complete activities but also in harnessing the best value out of the time we do have.

Why? Think of the time we waste doing stuff that is not important or particularly urgent. We watch TV, scroll social media and any of the other myriad of 'things' people do that wastes time. Worse, we rationalise the reasons why we should waste our time. You might be saying well I need to relax or need downtime. I would agree that proper relaxation and proper use of leisure activities can be important and not a waste of time, especially if you enjoy them. However, if you just spent 30 minutes a day everyday mindlessly scrolling social media this adds up to 14 hours a month! This is 168 hours per year which is 14, 12-hour days!

Think about it. Mindless scrolling for 30 minutes a day is costing you 1 x 12-hour days. Imagine what you could do with that time!

Therefore, we need to get a handle on how much of our week we are spending on our activities. Over the page are a couple of worksheets to help you capture this information.

As with any activity like this being totally honest with yourself is vital. Personal 'la la la' happy talk only further deludes us from the truth of our own challenges. Be honest, how much time do you really have – do this exercise!

Once completed you can then look at where you are really spending your time. Consider how you could rearrange your time to allow for the important things you want to do. Eliminate the time wasters – you know, those things that are not important or urgent. If you are doing anything that has no importance and has no urgency why are you even doing it? If you remove these items you will be amazed at how much time you do have!

One-week activity analysis – part one

Print off this sheet and fill it out each day for 7 days – what are you doing with your time?

Time	Activity	Time spent
08:00 – 09:00		
09:00 – 10:00		
10:00 – 11:00		
11:00 – 12:00		
12:00 – 13:00		
13:00 – 14:00		
14:00 – 15:00		
15:00 – 16:00		
16:00 – 17:00		
17:00 – 18:00		
18:00 – 19:00		
19:00 – 20:00		
20:00 – 21:00		
21:00 – 22:00		

One-week activity analysis

Now you have mapped out how you spend a typical week – use this data to understand how much of each week you are spending in the key areas of your life:

Activity/area of life	Time spent each week (out of the 98 hours you have)	What would you like it to be?
Work and career		
Health and Wellness		
Important relationships		
Adventure and play		
Wealth and finance		
Contribution/community		
Personal growth		
Spiritual development		
Family		
Other:		
Other:		
Other:		
Other:		