

Organizing Your Daily Routine for Multi Dimensional Success

There is no such thing as time management! We are all given the same 24 hours a day, seven days a week. Time unlike money is a non renewable resource. The ONLY way you can UTILIZE (not make) more time is by saying NO to something else. Therefore if you want to change the amount of time you have available for new activities, you have to decrease, stop, or outsource where you are spending time currently.

This is done in two steps.

Step One

First, fill in the chart below with the most common ways that you spend your time. Don't try to make any changes or include what you would like it to be. Put in what you actually are doing most frequently now. Be sure to include the estimated start and stop time for each activity so that you fill in every hour from when you wake up until you go to sleep.

Sample	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8 Eat/shower							
8-8:30 News							
8:30 - 9 Drive							
9-1 Work							
1-2 Lunch							
2-5 Work							
5-530 Drive							
5:30 -6							
6-7 Dinner							
7-11 TV							

As you look over the schedule above think about how close or far it brings you to achieving your goals for multi dimensional success. As you evaluate the amount of time spend on your health, relationships, spirituality, and career, what areas do you see are being given too much time and which ones are being given too little?

Also recognize that **nothing changes until something changes**. Think about where your life will be if you repeat the above schedule for the next year. the next 3 years, the next ten years. Are you headed where you want to go?

Step 2

Now thinking about the areas of your life that you want to give more time and focus to, create a new weekly schedule. CAUTION! Changing your schedule too dramatically can easily lead to a quick failure. Changing your habits and patterns can be difficult. It is better to start smaller and build a new habit over time that lasts, than to create a complete overhaul that is discarded just a few days later. Choose carefully and think long term!

Sample	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30- 6:45 Mediation							
6:45 -7:15 Workout							
7:30 Eat/ shower							
8:30 - 9 Drive Audio Book							
9-1 Work							
1-2 Lunch							
2-5 Work							
5-530 Drive Audio Book							
5:30 -6							
6-7 Dinner							
7:00- 7:30 Walk							
7:30 - 9 “No tech” family time							
9-10 TV show							
10-11 Read							