

Rebalance Your Life & Your Bottom Line

Actual Time Line

Name:

How do you spend your time? Track what you do each hour....

5:00 am

6:00 am

7:00 am

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00 pm

2:00 pm

3:00 pm

4:00 pm

5:00 pm

6:00 pm

7:00 pm

8:00 pm

9:00 pm

10:00 pm

11:00 pm

Rebalance Your Life & Bottom Line Create a New Time Line

Where, on your time line, can you find tasks that can be delegated?
(highlight in one color)

Tasks that can be consolidated?
(highlight in a second color)

Tasks that are completely unnecessary?
(highlight in a third color)

What would you like to create more space to do, room to grow into?

What type of tasks would you prefer doing?

Where can you fit that in, after re-organizing your time line?
(use the areas you highlighted)

Are there special projects/tasks that will be done on your weekends or during down time?

What is your number one goal concerning your schedule?

Note: You can also highlight "me time, family time, work time, etc"
in different colors....

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New Schedules

Tasks	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Fitness Program*							
Meal Preparation							
Reading							
Social Time							
Driving							
Long Term Goals							

*A minimum of three times per week