

LEAD WELL

KNOWLEDGE

TIME QUANTITY AUDIT

SUMMARY

There is an undeniable quantity component to the time we have each week - 168 hours. Most would agree that time, perhaps even more than money, is a very valuable resource. You can't earn more of it - it will consistently be 168 hours regardless of how hard you stretch to have more. Interestingly, it is common for people to do an audit of spending money to better understand who is getting their money and where it is going, yet not as many people do a time audit. Do you know where your limited time is going? Are you spending your time or investing your time? When you run out of money you often will do some digging to see where your money went, and how you can improve with next paycheck. If you run out of time, do you do some digging to see where it went? Figure out ways to improve?

REFLECTION

Do you feel like you don't have enough time to get everything done? When this happens what do you do? Dig in and hunker down to try to squeeze more productivity out of the time you have so you won't run out? Or do you pause and think about the places your time is actually going to see if in line with how you want to be living your life?

ACTIONABLE ITEMS

- Create an ideal week - budget the 168 hours in the things that really matter to you and benefit your wellbeing. EX: 56 hours of sleep, 14 hours a week one on one time with spouse, 40-50 hours work, 5 hours exercise, etc.
- Do a time audit of a current week in your life. How does this real week line up with your ideal week? Where can you make adjustments to get closer to ideal?