



Time Mastery

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Time Mastery

Time mastery is a three-step process...

Step 1 – Document your Current Use of Time / Categorize activities / Analyze

Complete the Daily Log for one week.

Color code the activities based on categories related to:

- your priorities
- your goals

What percent of your time do you spend on activities in each of these categories?

What percent of your time would you like to spend on these?

Step 2 – Create your Ideal Time Schedule

Draw up a new schedule that will include both your priorities and things that take you to your goal. You will probably need to find more time, so look at your Daily Log for the following:

- **Timewasters** (e.g. unsubscribe from a few online forums)
- **Delegation** (what can you have someone else do at little or no cost?)
- **Overlap** (e.g. reading on the bus)
- **Extending your day** (e.g. getting up 30 minutes early to go for a run)

Once you have drawn up your ideal schedule,

- check to make sure it includes
 - your priorities and
 - things that take you to your goal
- Build in flexibility (e.g. if you miss your run in the morning, you will do it after work)
- Protect important time slots
- Allow for some relaxation time.

Step 3 – Implement and Modify

Monitor, analyze and revise it to make your schedule truly workable.

Over the next week, you may use some of the following to improve your schedule:

- **Tools** – use checklists, bar charts, self-ratings to chart your progress
- **External challenges** – identify and address things that take you off course
- **Protect** – find new ways to protect important time slots
- **Flexibility** – find alternative ways to build flexibility into your schedule
- **Time management strategies** – talk to others to find more creative strategies



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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00 AM							
4:30 AM							
5:00 AM							
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Colour	Description
	Things I value
	Things that take me to my goal