



JENNIFER LEÓN

EXAMPLE

Create 168 Hours You Love

Purpose: Discover the gap between how you currently spend your time and how you'd love to. And, then, take decisions to make it happen.

List out your general weekly activities, hours spent, and percentage of time - for both current use and how you'd love to use them.

	Current		Future		Gap	Decision
Sleep	46	27%	56	33%	-10	Go to bed an hour earlier
Job	55	33%	40	24%	15	Delegate more, set firm boundaries
Relationships	8	5%	16	10%	-8	Make recurring commitments
Eating	15	9%	15	9%	0	
Rest (downtime)	2	1%	7	4%	-5	Start practice to take 10-15 min breaks
Exercise	5	3%	7	4%	-2	Take mid-afternoon walks
Meditation	0	0%	5	3%	-5	Do immediately when wake-up
Spiritual practice	1	1%	3	2%	-2	Time-block large spaces on 1-2 days
Email	10	6%	4	2%	6	Set firm boundaries with self
Commuting	9	5%	4	2%	5	Work from home 1 day, reduce trips
Shower + get ready	4	2%	4	2%	0	
Reading	0	0%	3	2%	-3	Buy an inspiring book, read on train
Errands	2	1%	2	1%	0	
Movies/TV	6	4%	1	1%	5	Read inspiring books over TV time
Worrying	5	3%	1	1%	4	Learn a new strategy to manage
Total	168	100%	168	100%	0	

Note: This worksheet is purposely not editable. It helps your focus to actually write things down.



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