

Instructions:

- Look at the example below. You will see choices on how you want to spend your time, i.e. Do Less, OK (I'm satisfied) or Do More of something. Note that two are green-shaded. They represent the choices you make to make a life change.
- Using the Personal Worksheet section (page 2), add the details as to how you want to spend your time. Add details, e.g. under With Friends, add a few specific names of your friends.
- Place an X in the appropriate columns. Do you want to do more or less of these activities? Are you at your ideal?
- Complete the questions for critical thinking.

Example

How You Spend Your Time	Do Less	Ideal	Do More
Work		X	
Coach	X		X
Write			
Analysis at computer	X		
With spouse		X	
With kids			X
Play sports	X		
With friends			X
John			X
Alone-time		X	
Read/study			X
Silence/prayer		X	
Volunteer		X	
Fitness & exercise		X	
Travel		X	
Sleep		X	

Personal Worksheet

How You Spend Your Time	Do Less	Ideal	Do More
Work			
With spouse			
With kids			
With friends			
Alone-time			
Volunteer			
Fitness & exercise			
Travel			
Sleep			

Insights:

- **What did you learn about yourself? How are you working to change what affects your heart, mind, body and soul?**

- **What action is needed on your part to move toward your ideal life...at work, with family and personally.**