



TIME INVENTORY & ANALYSIS

Purpose of this activity: to help you assess **WHAT** you are spending your time on, and to analyze **WHY** you do so, and **HOW** you can *reduce your schedule* and *improve effectiveness*. (Circle the number that best represents your Results & Satisfaction, 1 is low, and 5 is high.)

Day of Week	Activities (List key activities)	Results (Was the outcome satisfactory?)	Satisfaction (How good did you feel about it?)
Sunday	• • • • •	1 2 3 4 5	1 2 3 4 5
Monday	• • • •	1 2 3 4 5	1 2 3 4 5
Tuesday	• • • •	1 2 3 4 5	1 2 3 4 5
Wednesday	• • • •	1 2 3 4 5	1 2 3 4 5
Thursday	• • • •	1 2 3 4 5	1 2 3 4 5
Friday	• • • •	1 2 3 4 5	1 2 3 4 5

Saturday	<ul style="list-style-type: none">••••	1 2 3 4 5	1 2 3 4 5
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1. List the activities which achieved the best results for your life & goals:

2. List the activities which best satisfied you emotionally:

3. List the activities which were an emotional drain:

4. If you had the free time to do whatever you like, what would you do?
