

Step 2 – Where I spend my time

The size of the circle reflects the amount of time spent. The proximity to the centre circle, how important it is to you. Indicate those things you would like to (or feel you should) spend less and more time on. Prioritise those areas that you would like to spend more time.

Example

Non
productive
Online time. Too
much. Not important
to me. Decrease.

Me



We all get 24 hours in a day. We choose how to spend that time. Of course, some things just have to be done. Are some circles robbing others? Where do you want to spend more time? Where do you want to spend less time?