

168 HOURS

(# OF HOURS IN ONE WEEK)

Time is precious. How do you spend yours? Determine on average how many hours a week you spend on each activity below. For example, if you sleep an average of 7 hours a night, multiply that by 7 days and write in that number. Then go to the next item and do the same.

NOTE: Some activities may fall under more than one category. Do not double-count time spent if there is overlap. For example, if you take a walk with a friend, do not count the same activity twice under time spent with friends and under time spent doing exercise.

- _____ sleeping (ex: 7 x __)
- _____ eating
- _____ work and volunteer activities (including commute time)
- _____ children and pets (including homework, kids to sports activities, etc.)
- _____ spouse or significant other
- _____ friends (face-to-face, by phone, on the internet, etc.)
- _____ spiritual practices
- _____ exercise
- _____ personal care/grooming
- _____ simple pleasures: hobbies, reading, watching TV, movies, sports activities, etc.
- _____ housework, yard work, paying bills, chores, errands, shopping
- _____ **TOTAL**

If your total is greater than 168 you're doing too much.

If your total is exactly 168, you're coping.

If your total is less than 168, you're living with what is called "margin."

margin: "The space that exists between ourselves and our limits. It is the amount allowed beyond that which is needed. It is something held in reserve for contingencies or unanticipated situations.

Margin is the gap between rest and exhaustion, the space between breathing freely and suffocating."

– Dr. Richard Swensen

COMPARATIVE ANALYSIS:

HOW YOU SPEND YOUR 168 HOURS PER WEEK

1. List your activities in the order of time spent (most time to least time).
2. List your activities in the order of importance to you (most important to least important).
3. Compare your two lists and see which of your priorities are getting short-changed.