



**24 HOUR PRIORITIES**

**A - How do you spend your time?**

Please consider how you spend your time. Think of a typical day (or a week of 7 days) and state how many hours and minutes you think you spend on each of the activities listed (Add more if you need to) Remember the Total MUST be 24 Hours.

	Hours	Minutes
Sleep		
Morning personal needs*		
Work**		
Leisure***		
Evening Personal Needs*		
<b>Total</b>	<b>24</b>	<b>0</b>

**AA -**

Now think just about **Work\*\***. Again, estimate the hours and minutes for each activity

	Hours	Minutes
Travel to work		
Preparing for work		
Tea, coffee, lunch breaks		
Looking for things		
Doing things right first time		
Doing things poorly		
Correcting things done poorly		
Work related conversations		
Non-work related conversations		
Meetings		
Giving or receiving instructions		
Getting ready to end work		
Travel home		
<b>Your Total Hours and Mins</b>		
<b>Must be same as ** above</b>		

**AB -**

Now do the same for **Leisure\*\*\***

	Hours	Minutes
Watching Television		
Reading		
Hobbies		
Exercise		
Creativity		

Thinking		
Socialising at home		
Socialising out		
Spiritual / Faith		
Meditation		
Personal development		
Health improvement		
Family Quality time		
<b>Your Total Hours and Mins</b>		
<b>Must be same as *** above</b>		

**AC -**  
Now do the same for **Personal Needs\***

	Hours	Minutes
Washing / Bathing		
Hair / Make up		
Clothing preparation		
Dressing / Undressing		
Sex		
Food prepare / Eat		
Other		
<b>Your Total Hours and Mins</b>		
<b>Must be same as ** above</b>		

# Circle the two items that take the longest time in each of tables AA, AB and AC

# Circle the two items that take the shortest time in each these of tables

How could the longest times be redused?


Are the shortest times adequate? Why or why not?


**B**  
CONSIDER YOUR PRIORITIES  
First, answer the questions.  
Using the answers on the above tables to kick-start your thoughts...  
What needs less attention?

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What needs more attention?


How would you like to spend more of your time?


Where would like to spend less of your time?


What is missing in work what should be there?


What is missing in LEISURE that should be there?


Would your work colleagues agree?




3
WILL DO (remember to be specific)
<b>2nd priority</b>
COULD DO
1
2
3
WILL DO (remember to be specific)
<b>3rd priority</b>
COULD DO
1
2
3
WILL DO (remember to be specific)
Congratulations! Keep this promise to yourself!