

Time Maximization: Designing Rituals & Routines

Activity 1: Track Your Time

Using the table below, reflect on an average workday. For each time block listed, complete the “Activity” column. If you are unable to do this accurately, use this sheet during your next average weekday to accurately track how you use your time. Tracking how you spend your time is the first step to understanding how you can better use it!

Note: In Activities 2 and 3, you will complete the “Type of Activity” column.

Time	Activity	Type of Activity
Before 6 AM		
6:00 AM		
6:30 AM		
7:00 AM		
7:30 AM		
8:00 AM		
8:30 AM		
9:00 AM		
9:30 AM		
10:00 AM		
10:30 AM		
11:00 AM		
11:30 AM		

Time	Activity	Type of Activity
12:00 PM		
12:30 PM		
1:00 PM		
1:30 PM		
2:00 PM		
2:30 PM		
3:00 PM		
3:30 PM		
4:00 PM		
4:30 PM		
5:00 PM		
5:30 PM		
6:00 PM		
6:30 PM		
7:00 PM		
7:30 PM		
8:00 PM		
8:30 PM		
9:00 PM		
9:30 PM		
10:00 PM		
10:30 PM		
11:00 PM		
11:30 PM		
12:00 AM		

Activity 2: Identify Your Fixed Time (Rituals and Routines)

Part 1: Take several minutes to review the “Track Your Time” worksheet from Activity 1. Identify which activities are typical rituals and routines in your daily and weekly schedule. In the “Type of Activity” column in the Activity 1 worksheet, label those activities “R/R.”

Part 2: Now, think beyond daily R/R’s. Brainstorm the R/R’s that would support your weekly, monthly, quarterly, bi-annual, and annual focus and flow. Remember, these are consistent behaviors that are “fixed” and “scheduled” for consistency. You can take this broader list and narrow it down and transfer those rituals into your “Architecting Goals” tool.

Once you complete these R&R lists, transfer them to your physical or electronic calendar. Set them up to repeat daily, weekly, monthly, etc. After this, include all R/R’s within your “Architecting Goals” Flow Tool.

Rituals that would impact my daily focus:

Rituals that would impact my weekly focus:

Rituals that would impact my monthly focus:

Rituals that would impact my bi-yearly focus:

Rituals that would impact my quarterly focus:

Rituals that would impact my yearly focus:

Activity 3: Assess Your Variable Time

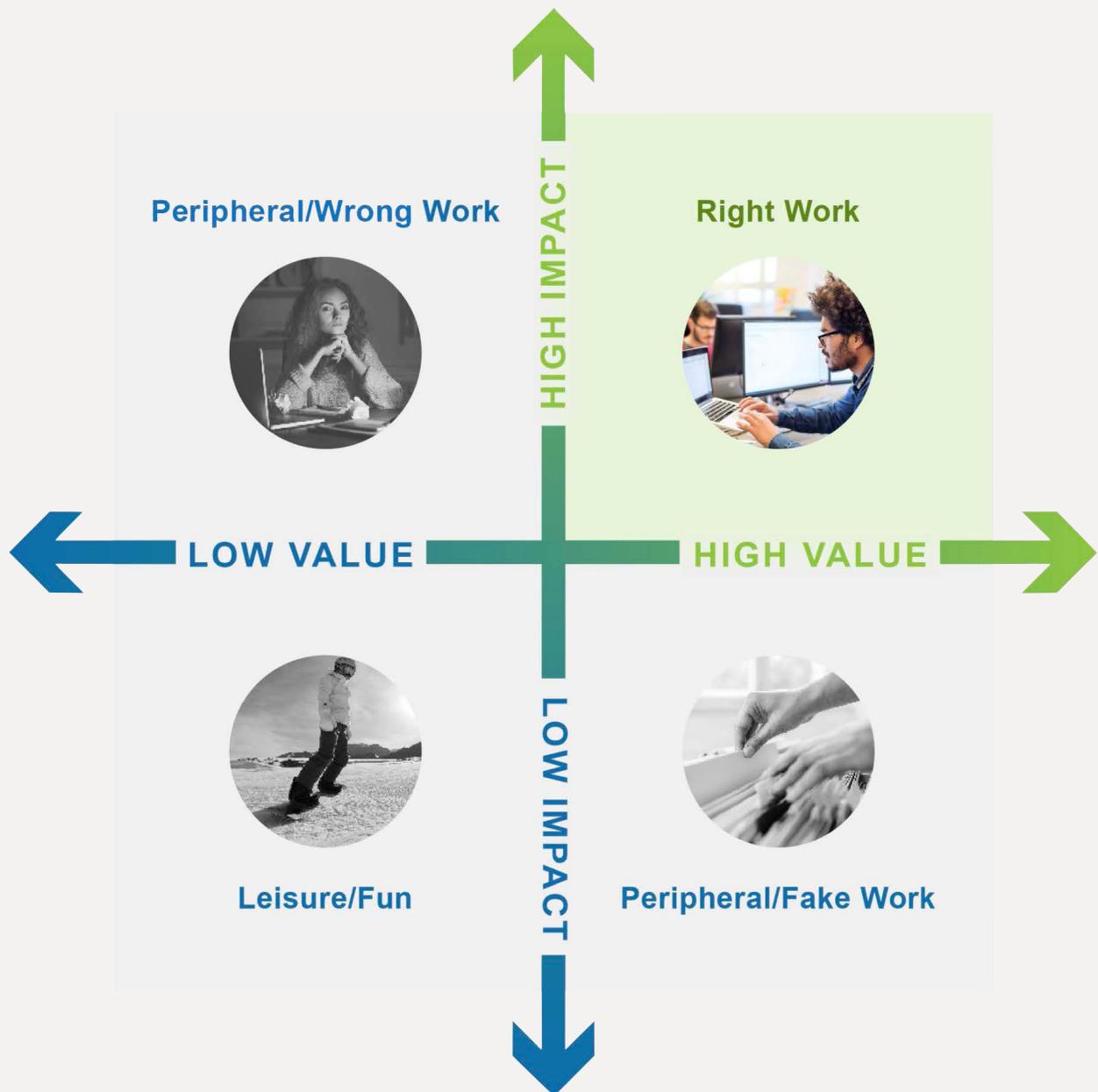
Part 1: Take several minutes to review the “Track Your Time” worksheet from Activity 1. Then in the “Type of Activity” column on that worksheet, label each activity based on the type of work it is.

A Tasks = Right Work (high value/high impact tasks that contribute significantly to your goals)

B Tasks = Peripheral Work (high value/low impact or high impact/low value tasks in relation to your goals)

C Tasks = Leisure/Fun (tasks that don't move your goals forward directly but are important for life balance)

Remember, you should assess and label each activity based on how it relates to your most important goals.



Part 2: Now that you've tracked and assessed your time, take several minutes to reflect on how you spend your time.

Are you surprised at the types of tasks you engage in throughout an average day? Why?

Are you engaging in more Peripheral Work or Leisure/Fun than you thought? Explain:

What can you do to engage in more Right Work? How is this different than what you've done in the past?

Activity 4: Create and Prioritize Your Master Task List

Take 10-15 minutes to review and reflect on all the activities up to this point, as well as your short-term, intermediate, and long-term goals.

After reflecting use the table on the next page to create your Master Task List for the next month. Identify your typical daily, weekly, and monthly tasks (remember to include your rituals and routines!).

After you've created your list, categorize each task:

A Tasks = Right Work (high value/high impact tasks that contribute significantly to your goals)

B Tasks = Peripheral Work (high value/low impact or high impact/low value tasks in relation to your goals)

C Tasks = Leisure/Fun (tasks that don't move your goals forward directly but are important for life balance)

Finish by ranking each task in each category by order of importance based on your goals.

