

Time Budgeting – spend it BETTER than you would your money. You’ll never get it back or make more of it.

How you spend your time will tell you:

- ✓ **Who you will become;**
- ✓ **What you will build;**
- ✓ **What you will have.**

WEEKLY BUDGET: 168H

Sleep (hours a week):

Food (hours a week):

Work (hours a week):

Family and Friends (hours a week):

Health and Self-Care (hours a week):

Other non-negotiables (hours a week):

TOP Priority Projects for This Week/Month/Quarter:

Project 1 (*What it is + Hours with Slack Time*):

Project 2:

Project 3:

Project 4:

Project 5:

Go through this sheet and **schedule the non-negotiables and priority projects BEFORE each week begins**. For long-term projects – schedule several weeks/months in advance.

Refer to your values and yearly priorities when in doubt what to say NO and YES to.

This will tell you how much time you actually have and where your priorities and focus are.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6AM							
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