

Chapter 11: Assignment

Take Charge of Your Day

Objective: This assignment will help you get a clear view of how you're spending your time and show you how to prioritize what matters most.

Instructions:

Step 1: Track Your Time for Three Days

- o For three days, track your time in thirty-minute intervals. Use a notebook, spreadsheet, or app to log what you're doing with your time. Be honest—this is a true evaluation of your time.

Step 2: Review Your Time Use

- o After each day, categorize your activities:
 - o Work/Business, Health/Fitness, Family/Relationships, Leisure (e.g., social media, TV), Personal Development, Other (tasks that don't fit anywhere)

Identify patterns:

- o Where did most of your time go?
- o Any time wasters? Highlight those!

Step 3: Set Your Priorities and Plan

- o **Identify 3 Key Priorities:** Decide on three focus areas you want to dedicate more time toward (like exercise, personal growth, or business goals).
- o **Create a Simple Time-Block Schedule:** Lay out a daily plan that allocates dedicated time blocks for each priority. Make sure to include some flexible time for unexpected tasks.

Step 4: Reflect and Adjust

- o At the end of the week, look at how your time use matched your goals. Ask yourself the following:
 - o Did I stick to my priorities?
 - o What worked, and what needs tweaking?

Outcome: This assignment helps you take control of your time by tracking and evaluating how you spend your days. By logging activities in thirty-minute intervals for three days, you gain insight into where your time goes, identifying both productive habits and time wasters. After reviewing patterns, you categorize tasks and determine key priorities to focus on. Using a simple time-blocking strategy, you create a structured schedule to align your time with meaningful goals. Finally, reflecting on your progress allows for adjustments to improve efficiency and ensure you are dedicating time to what truly matters.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.