



Look for trends in your time spending, based on the highlighting. Which color/category is most prevalent?

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Which categories can you comfortably and easily cut back on?

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Which categories can you cut back on with some effort?

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Which categories can you cut back on with the help of others?

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Which items are spread out throughout the day? (For example, chronic social media and email checking...)

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Which items are you comfortable eliminating altogether?

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Which items would you like to spend more time on?

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Can any categories be consolidated?

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Which categories can you schedule in your day? (For example, 15 mins. for social media in the morning and evening...)

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Which categories can you “borrow” from and “deposit” elsewhere?

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**Time is like money: spend it, save it, grow it.**

