

Time Inventory

Instructions:

1. Write down all the activities in a typical month that you are committed to do, intend to do, or aspire to do in column A. Include everything and be specific.
2. Round each task to the nearest quarter of an hour and write the time it takes in column B.
3. In the column C, enter the number of days per month that you do each activity. This chart assumes an “average month,” with 4 weeks, 22 workdays, 8 weekend days, and 30 days total.
4. Multiply the time it takes each task by the appropriate multiplier to get the number of hours per month. Enter this in column D. If there are things you only do every few months, divide them by the appropriate number to calculate the average monthly time commitment. For example, if you attend a 2-day workshop every three months for eight hours a day, you would divide 16 hours by four.
5. Total the numbers in column D to get the total time you need in order to accomplish everything on your list. Compare this to the number of hours available in an average month. The difference is your time deficit or credit.

Reflective Questions:

Significant learning occurs in the space of reflection as we take time to explore the implications of what we see, turning and examining our new awareness like a prism in the sunlight. To make the most of this Time Inventory, give yourself an hour to think and write about the questions below.

1. What was your purpose in doing this inventory?
2. What was your mood or emotional state when you started?
3. What happened to your mood or emotional state as you worked on it?
4. What judgments about yourself and others, positive or negative, has this process brought up for you so far? (Give yourself the gift of a rant here and don't be adult, reasonable, or fair.)
5. Writing as quickly as you can to bypass your internal censor, make a list of all your fears related to time. Begin with the phrase, “I'm afraid...” If you get stuck, write the phrase “I'm afraid” again, and repeat until the words come.
6. If you could spend your time any way you wanted, what would you do first?
7. If you had “all the time in the world,” what would you do with it? How would you live? What would be different?
8. Make a list of things on your inventory that you have been meaning to do for a long time and that have been put off for one reason or another. When the list is finished, look at the first item and imagine that it is complete. What changes as a result of this completion? Does anything shift in your relationships? In your quality of life? In your self-concept? Rank the importance of this item to *you* on a scale from one to ten, where one means utterly unimportant and 10 means extremely important. Repeat for each item on your list.
9. Put your time inventory aside overnight. Make a date with yourself to return to it tomorrow to review what you have learned. Re-read these questions and your answers before deciding what (if any) changes to make to your commitments as a result of this inventory.

© 2003 Shaboom Inc. All rights reserved.



Molly Gordon
Shaboom, Inc.
Post Office Box 195
<http://www.mollygordon.com>

Suquamish, WA 98392-0195

Master Certified Coach
phone: 360-633-4397
molly@mollygordon.com
fax: 206-201-5020