

A Quick Time Planner Exercise

By Andrew Laing & Gary Wilkinson

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Here's an eye-opening exercise.

It's fast and simple to carry out but it will tell you a lot about your use of time. The first blank has been filled in, please complete those remaining.

1. 168 Number of hours in a week. (24 X 7 = 168)
2. ___ Average number of hours you sleep each week. (Most of us sleep about 7 hours per night for a total of 49 per week. If this sounds about right for you, use this figure.)
3. ___ Number of hours per week you will do chores/or manage a household.
4. ___ Number of hours you spend on hobbies, recreation, church/synagogue/mosque, other activities.
5. ___ Number of hours for eating shopping, watching TV, traveling to and from work etc.
6. ___ Number of hours hours you spend working.
7. ___ Total of hours in questions 2 through 6.
8. ___ If your answer to question number 8 is less than 168, subtract it from 168. **THIS IS YOUR FREE TIME** you will have each week!
9. ___ If your answer to question number 8 is greater than 168, you have **NO FREE TIME!**

The results may come as a bit of a surprise to you. Perhaps you didn't realise just how much time you work (or don't depending upon the results:o). Free time is a very important aspect of running a successful business.

It will keep you refreshed and your family will be more supportive if they know that you set time aside to be with them too.

Andrew Laing & Gary Wilkinson
Co-Owners of The Affiliates Club

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