



The "Wheel of Life" is represented by a pie with 8 slices. The empty tab at the top should be listed as self-care. (Often that part of our life is missing.) In a typical week, on a scale of 1 to 10, how much of your week is involved in each of the categories listed?

Put a dot in each area to graph your weekly time investment. THEN connect the dots to see how balanced your life actually is. To better manage your time, remember to do the following:

Delete

- low priority tasks
- tasks that are of little consequence if left undone
- tasks where the cost (time, energy, money) is greater than the benefit received

Delegate

- things others should be doing
- things others can do as well once trained

HOW do I include all 8 life categories?

Plan your UPCOMING week by investing 10 minutes the Friday before.

*Schedule into your to-do list ONE selected life category per day and invest **up to 1 hour**.*

*Make sure your selected life area becomes **one of your top priorities** that day.*

Because there are 8 life categories and only 7 days in a week, you will need to combine 2 categories together one day of each week.

Another great idea



Things I will START DOING to bring greater balance into my Life	Things I will DELETE OR DELEGATE from my task list:	Starting When?

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