

# TIME AS ALLY



THE COACHING MASTERS



# TIME AS ALLY

## EXERCISE

*Personal criteria in organizing time*

## OBJECTIVE

*Establish priorities to enjoy the twenty-four hours productively and with more peace of mind.*

1. List all routine activities: personal and professional. Consider all activities from the time you get up to the time you go back to bed.
2. List sporadic activities: weekly, biweekly, monthly, half-yearly, yearly.
3. List what you would like to do and don't do it for lack of time.
4. Do the math of your time: What time do you go to sleep and what time do you usually wake up and get up? How many hours are you awake? separate the hours of dedication to work, including the round trip.
5. Now you have the mapping of your day, your activities, available time. How about getting organized?

## REFLECTION:

What do you do and only you can do it? What do you do because you like to do it?

What do you do that could be done by someone else?

What are you leaving to do later that can be considered important?

*Fill in the Prioritization Matrix. Create the habit of organizing the agenda, making the plan for the day.*

*Eliminate backlogs.*