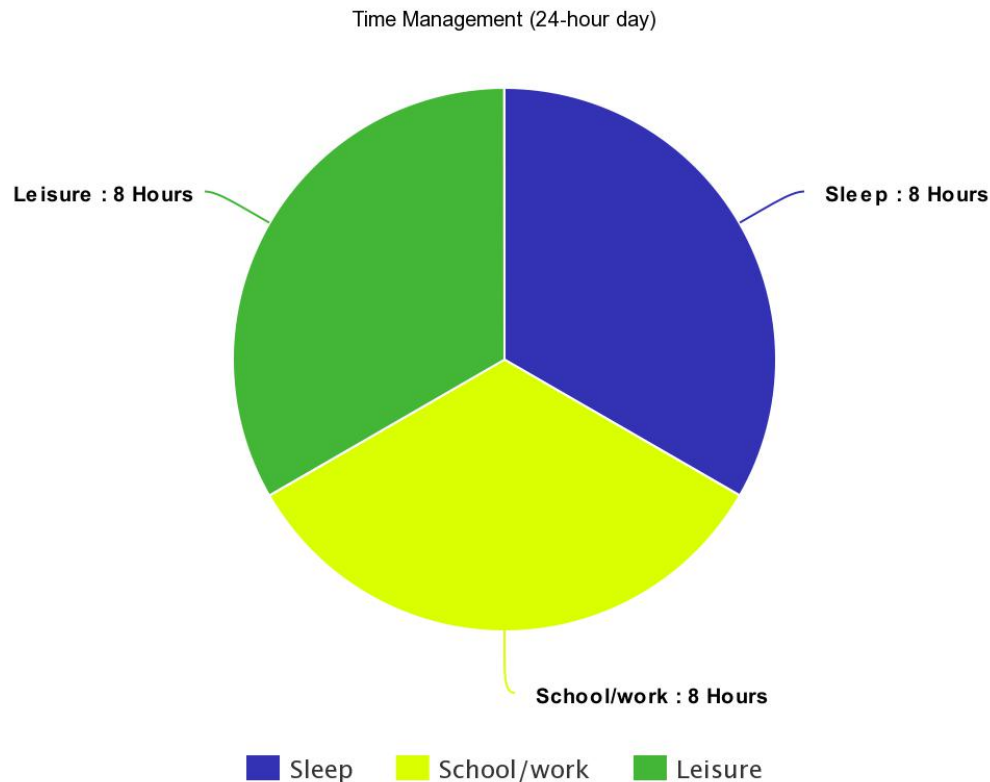


Goal: To more intentionally use our available time

Three units in every 24-hour weekday:

- Sleep (8-ish hours)
- School/work (8-ish hours)
- Leisure (8-ish hours)



meta-chart.com

Leisure

- Very important to take time off, relax, have hobbies, eat good food, stay fit, etc
- Art of Time Management is about consciously balancing those activities

How to Use the Back of this Sheet

- Log in and log out of every activity for a few days, IN DETAIL (every minute should be accounted for)
- At the end of these few days, look at the activities and times
- Take note of any activities that took too long, or not long enough, make adjustments in future
- Method allows you to DECIDE how to spend your time, rather than just 'winging it' and hoping for the best

Common adjustments

- Prepare at night for the next morning to maximize sleep
- Set a maximum/minimum amount of time to spend on video games, in front of a computer, or watching TV. *Only watch shows you actually enjoy (remember, 30% of television is commercials!)*
- Often about QUALITY, not QUANTITY—time spent actively working to get better at your instrument is better than just noodling. DECIDE what to work on, work on it, and see how much better you can get

