



Time is precious – appreciate it!

What is a **Default Diary**?

It's a clear way to look at your average week; how and when you spend your time, and how much time you allocate to certain things.

The example on the next page will show you the Default Diary of someone who works full time. You'll see their Monday – Friday 7am – 6pm is blocked out. You can either shade in your own Default Diary like the example or write in it how and when you spend your time.

First, fill in the Default Diary that asks you how you **currently** spend your time. Be as specific and honest as possible. Leave nothing out. Include the time you sleep, the time you spend getting ready for, travelling to and at work, what you do in the evenings, on the weekends – everything. Once you've done this, you should have one of two realisations;

1. You've just reminded yourself of how you spend your time and exactly how much spare time you have (or haven't) got, or;
2. You've got more spare time on your hands that you thought

If you have spare time on your hands, how are you spending it? And is that time you're trying to fill and pass by, or are you maximising that time and valuing it? Only you can answer that question, and I hope you do so truthfully.

Now, go to the next blank Default Diary that asks you how you **would prefer to be or could** be spending your time right now. Fill it in based on your ideal week. Think wisely and look at your time constructively. Consider what time wasting activities, if any, you could replace with more positive and beneficial activities. Don't think I'm telling you to take out your relaxation time, as that is important, but if you're currently spending three hours a night watching TV or surfing the net, I challenge you to reduce that or allocate two nights a week to your goals and/or personal development. You'll be glad you did, because if you don't take control of your time and fill it with high priority tasks, someone or something else will come along and allocate that time for you – usually doing something you don't want to.



	SUN	MON	TUE	WED	THU	FRI	SAT
6AM							
9AM							
12PM							
3PM							
6PM							
9PM							
12AM							

*How I **CURRENTLY** spend my time*



	SUN	MON	TUE	WED	THU	FRI	SAT
6AM							
9AM							
12PM							
3PM							
6PM							
9PM							
12AM							

*How I **WOULD PREFER TO OR COULD** spend my time*