



Stealing Back Your Time

1) Circle the activities you do every day. Fill in any that aren't listed.

Exercise	Driving	Preparing Meals
Reading the newspaper	Eating	Showering, grooming
Reading books	Watching television	Watching movies
Surfing the internet	Chat rooms	Blogs
Email	Working	Talking on the phone
Text messages	Playing video games	Listening to music
Household chores	Cleaning	Studying
Writing	Facebook, Twitter, etc.	Instant Messaging
Shopping	Job hunting	Banking
Drawing	Painting	Playing music
Looking for papers, files	Filing	Taking care of pets
Meditation	Singing	Playing sports
Yard work	Gardening	Paperwork
Socializing	Attending meetings	Prayer

2) Cross out any of the above activities that DO NOT bring you any value.



3) What are your biggest distractions and interruptions throughout the day? (Cell phone, instant messengers, email, people walking in)

4) For each distraction and interruption, come up with a way you could reduce or eliminate it.

5) Pick at least two time wasting activities to eliminate or reduce. Pick out two ways to limit your distraction and interruption. Then DO IT.