

HOW DO YOU SPEND YOUR
T  **TIME**

Take control of your year! This assessment will provide you with insight into professional and personal goals that you may want to set for 2016.

There are 168 hours in a seven-day week. Take a few minutes to see how you currently spend your time and how you would like to.

	Now	Ideal
A. Work	_____	_____
B. Professional development activities such as: Continuing education; reading work-related books, magazines, periodicals; attending association meetings; networking; mentoring	_____	_____
C. Planning your career, setting & tracking personal & professional goals, using time management techniques	_____	_____
D. Complaining about work/career with others	_____	_____
E. Pursuing your personal interests/hobbies, be specific:	_____	_____
F. Socializing/ Relationships	_____	_____
G. Exercising	_____	_____
H. Sleeping	_____	_____
I. Eating	_____	_____
J. Doing household chores/tasks	_____	_____
K. Commuting	_____	_____
L. Resting/ re-charging/ meditating/ reading for pleasure	_____	_____
M. Watching TV	_____	_____
N. Paying bills, focusing on your finances	_____	_____
O. Volunteering, participating in community work	_____	_____
P. Doing specific things you don't want to be doing, be specific:	_____	_____
Q. Other	_____	_____
TOTAL:	_____	_____



My 2016 Goals

Based on your assessment of How You Spend Your Time, set at least one goal in each category. To ensure your success, as often as possible, make your goals Specific and Quantifiable. For example, if one of your goals is to expand your network and you write, "To meet 3 new professional contacts each month," you will clearly know when you have achieved your goal and, therefore, be much more successful at achieving this goal than if you just write, "To meet more contacts." Finally, to achieve balance in your life, it is vital to set goals for all the different aspects of your life. Remember, if it feels a little "uncomfortable" to be committing your goals to paper, you're on the right track to achieving them!

Professional:

Personal:

Financial:

Other:



Action Steps for Goal Attainment

GOAL:

ACTION STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

NOTES:

GOAL:

ACTION STEPS:

- 1.
- 2.
- 3.
- 4.
- 5.

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