

## INCREASE AWARENESS OF HOW YOU SPEND YOUR TIME

When trying to make a change in the results we are achieving, it is helpful to become aware of where we are currently. Taking the time to write down how you actually spend your time is a worthwhile first step.

### *Practice:*

- Keep a log of how you spend your time for several days.
  - Each time you start a new activity, note it in your log e.g. phone call, writing, meeting, talking with colleagues, break, etc.
  - Record how you feel at different times of the day and during different activities. This will help you understand your energy rhythms more.
  - After a few days, take a look at your log to see where and how you are spending your time and how well it matches what you had intended.
- Commit to make changes where you are not achieving what you want.
- Notice when your energy is high and when it tends to diminish, and plan your activities accordingly.
- Consider what may be contributing to energy level changes e.g. how often and what you eat; whether you take a stretch and/or mental break, etc.
- As you make changes, continue your log to determine what changes are most effective.