**Personal Time Management**

(Spouse, Family, Friends, Community, Self-Improvement, Fun/Rec, Physical Health, Spiritual Health, Career, Finances)

1. Insert the categories based on the rankings that you have already given them

2. Give each category a definition of what it means.

3. Estimate how many hours that you currently are spending

***(The Total number of hours cannot be more or less than 168!)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rank | Category | Definition | Current | Vision |
| 1 | Spiritual Health | Time to read scriptures, pray | 1 | 7 |
| 2 | Physical Health | Working out, eating, sleeping | 42 | 47 |
| 3 | Relationship with Spouse | Alone time with my wife | 2 | 10 |
| 4 | Family | All together (one on one with kids) | 5 | 10 |
| 5 | Finances | Paying bills, researching, planning | 0 | 3 |
| 6 | Career | Earning a living for my family | 80 | 45 |
| 7 | Self-imp | Reading self-help books, career ideas, uplifting and motivating conferences | 2 | 5 |
| 8 | Fun/Rec | Sports, hobbies, relaxing, enjoying a movie | 1 | 10 |
| 9 | Friends | Talking with and hanging out with friends | 10 | 4 |
| 10 | Community | Serving the community, church | 0 | 20 |
| 11 | Wasted Time | Not doing much of anything-surfing the net, watching mindless You-tube, fb, etc. | 15 | 9 |
| **Total** | | | 168 | 168 |