**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  |