



FINDING YOUR Valuable Time Budget

TIME

It's one of the most precious commodities we have, and in today's multi-tasking environments, it seems as if we don't have enough time for everything we want to do. Or do we?

Let's talk about budgets. The first step in gaining financial freedom and planning for the future is reviewing and managing your fiscal budget. This applies to time as well. When we start to review and manage where our time goes – just like we do for our money - we begin to gain personal freedom and plan our goals and activities according to our **Time Budget**.

STEP 1: TAKE A TIME INVENTORY

There are two charts below; one for Monday - Friday, and the second for Saturday and Sunday. For this purpose, we are using the most common work and weekend days. Please feel free to adapt the graphs to your schedule if these are not your work hours.

Add the hours you spend on each routine daily activity on each graph. Tips:

- In areas where it fluctuates, enter an average amount of hours. For instance, if you sleep 8 hours a day on one day and sometimes sleep 6, enter 7 as the average.
- The blank spaces are to add custom activities that you do every day. For instance, cleaning, taking care of pets or meditating.
- Do not account for activities you don't do daily, such as going to a concert or doing groceries.
- For the weekend, take an average account of each day and account for any activities you do every weekend, such as attending church or volunteering.

Let's go!



STEP 2: DETERMINE YOUR VALUABLE TIME BUDGET

On average, this is the time you have every week outside of your regular daily routines. Use the figures from **Step 1: Daily Time Inventory** in this graph.

VALUABLE TIME BUDGET

DAYS	VALUABLE TIME HOURS
MONDAY - FRIDAY: VALUABLE DAILY TIME x 5	
SATURDAY + SUNDAY: VALUABLE DAILY TIME	
TOTAL WEEKLY VALUABLE TIME	

STEP 3: MANAGE YOUR VALUABLE TIME BUDGET

What is your final number? Taking into account the daily activities, this is your time per week to do all the activities that are not part of your routine. These include:

- Groceries
- Volunteering
- Pursuing important goals
- Relaxing
- Attending events
- And so on

Now that you have an idea of your **Valuable Time Budget**, you can get an idea of how you will manage your activities. Having this authentic weekly figure in front of you, you can determine the following:

- What goals are essential for me to pursue?
- What activities are worthy of my time?
- How can I adjust my routines to give myself the best chance for success?

Adjusting your **Valuable Time Budget** is a personal endeavor. YOU are in charge of your time and can update your schedule anytime.

IMPORTANT TIP!

Knowing your Valuable Time Budget enables you to say 'no' to requests for your time. For instance, let's say you have 100 dollars on hand, and someone offers you a product for \$1,000. If it's important to you, you'll find a way to build up your budget for it. If it's not, you let it go with a kind 'no, thank you'.

The same goes for your time. Suppose someone asks you to give them an X amount of time. In that case, you can now review your Valuable Time Budget, and recognize that if it's important to you, you will find the time to offer them. If it doesn't elevate you, teach you, give you a valuable experience, fulfill you and/or help you further your goals, you can decide with a kind 'no, thank you'.



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As an example, here is mine:

DAILY TIME INVENTORY | MONDAY - FRIDAY

ACTIVITY	HOURS
SLEEP	7
WORK	8
DRIVE/TRAVEL	0
COOKING/EATING	3
EXERCISE	.5
BATHING/GROOMING/DRESSING	1
<i>PETS: FEEDING AND WALKING</i>	1
<i>READING</i>	1
TOTAL DAILY TIME	21.5
VALUABLE DAILY TIME: 24 Hrs - TOTAL DAILY TIME = Valuable Daily Time	2.5

DAILY TIME INVENTORY | SATURDAY + SUNDAY (AVERAGE PER DAY)

ACTIVITY	SAT HOURS	SUN HOURS
SLEEP	8	8
COOKING/EATING	3	3
EXERCISE	0	0
BATHING/GROOMING/DRESSING	1	1
<i>EXTRA WORK TIME</i>	8	0
TOTAL DAILY TIME	20	12
VALUABLE DAILY TIME: 24 Hrs - TOTAL DAILY TIME = Valuable Daily Time	4	12

VALUABLE TIME BUDGET

DAYS	VALUABLE TIME HOURS
MONDAY - FRIDAY: VALUABLE DAILY TIME (2.5) x 5	12.5
SATURDAY + SUNDAY: VALUABLE DAILY TIME	16
TOTAL WEEKLY VALUABLE TIME	28.5