

Where does your time go?

Track your activity for a few days using the time tracker below (Step 1). After you are done, write down your takeaways or reflections of how you used this time. Then continue through Steps 2-4 to complete this time tracking activity.

The purpose of the entire activity is to remain nonjudgmental, but curiously aware of how you spend your time so that you can continue doing what you're doing or make some small but impactful shifts in how you spend your time.

Step #1

Day	Activity	Takeaway/Reflection
MORNING		
AFTERNOON		
EVENING		

Day	Activity	Takeaway/Reflection
MORNING		
AFTERNOON		
EVENING		

Step #2

Complete after tracking your time.

1. What are you doing that you love to do?
 2. What are you doing that you dislike doing?
 3. What are you doing that you have to do but don't like doing?
 4. What are you doing that you have to do and love doing?
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Step #3

Practice from *Path of the Mindful Teacher*

Look at the list one last time and allow your eyes to close. Begin to take some deep breaths, inhaling and exhaling through your nose. It may help to breathe in for four counts, hold for seven, and breathe out through your mouth for eight. After settling in with your space and becoming aware of your breath, let the focus on your breathing subside and bring your attention to your time inventory.

You may want to hold the piece of paper, put your hand on the paper, or just leave it where it is. If you don't have anything written down, you may want to take a few moments to catalog the things you do on a typical day. Run through a montage of your significant daily moments with open-hearted awareness. If you're working with the tasks you wrote down, see if you can visualize this day from beginning to end.

Run through each of these moments.

Certain feelings may creep in, depending on the moment you're reflecting on. Just observe what arises for you, take a deep breath, and, when you're ready, move forward with your reflection. Once you're done, if it feels comfortable, place your hand on your heart and continue focusing on your breath. The hand on your heart is intended to comfort you and acknowledge all the work you do. You are but one person, and you're doing so much. Take some time to value how much you bring to the world. How hard you're working. How much you care for so many people. **Sit with this for a few moments.**

Step #4

Now, bring to mind the most important things on your list.

1. What do you want to spend your time doing?
2. What do you have to spend your time doing?
3. What do you no longer wish to spend your time doing?
4. What do you no longer wish to spend your time doing?
5. What do you want to hold on to and genuinely value spending time on?
6. What do you want to let go of that seems relatively easy?
7. What do you want to let go of but it seems impossible?
8. Who can you ask for help?
9. How do you want your ideal day to feel?
10. What does your ideal day look like?