



PEAK PERFORMANCE

REACH THE SUMMIT

168 hours' time buster

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168 Hours' Time Buster

What you need

- Commitment to tracking your time for at least a week
- A system of reminders every 30 minutes during waking hours

Instructions

We have the same number of hours in the day as the people that we most admire in the world. What separates us often is our awareness of and focus on utilising those hours productively. This time buster activity will help you audit how you spend your time and reflect on whether your actual priorities are in line with what you would like and then act.

All you need to do is print the following page and scribble on it throughout the day or save this file somewhere and enter the daily information. Top tip – you will need to open the document on your computer in an app like Adobe Reader rather than your Internet Browser window.

Include a +, - or = to denote if something gives you energy, sucks your life or does neither.

The more specific, the more value you may get from this exercise. Be sure you are accounting for how long each task you perform is *really* taking. You will probably be surprised at the end of the first day, and by the end of the week or four weeks, you will be astonished by how little you know about the way you are spending your most precious commodity - time.

Do it for at least one week—ideally, 4.

To feel any benefit from this exercise, you need to do this for at least one week. Our clients get the most revealing and impactful results from doing this activity for a month, reflecting, and adjusting their focus each week.

This may seem like a daunting exercise, but its value is enormous. I promise!

Reflecting after each week

Decide on up to five 'buckets' of time, allocate your activities to these and add these up.

1. Sleep – e.g. 56 hours (8 hours recommended sleep amount)
2. Work
3. Waste
- 4.
- 5.

Considering your values, your goals and what gives you energy reflect upon how well your time feels spent.



168 Hours' Time Buster Sheet

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00 AM							
05:30							
06:00							
06:30							
07:00							
07:30							
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