



Time is the great equalizer. We all have 168 hours a week; what we *do with our time* is what *creates* the separation between the great and the ordinary. When it comes to time, there are ultimately three ways you use your time.

Waste: The first place time can go is to waste. Think about when you waste money, what has happened? We have spent money but did not get anything in return for it. The money *is gone* but we have *nothing* to show for it. This is a **waste of money**. Similarly, when we waste time, we put time into something or someone, but we have nothing to show for it.

Spend: When you spend time, time is traded for something tangible in return. Think about when you spend money at the grocery store, the *money is gone*, but you have food *in return*. When you spend money on a car, the money is gone, but you have a car in return. In the same way, time can be spent or traded for something else of value.

Invest: When we invest money, we put *capital in* with the *expectation* of getting *more out*. An investment creates more of itself. When we invest time, we are putting time into something which *yields more time* than was invested. An example of a time investment would be time put into health and wellness. The time invested here will add years, or even decades, to your life. Time invested is, in turn, yielding more time.



EXERCISE 12 (Cont'd.)

We **all have 168 hours** in a week, but before we can identify where we are **Wasting, Spending, or Investing** our time, we must first look at how our 168 hours is being used as a whole. Most people spend their time in the categories listed below. Take a few moments and write out below how much time you're allocating to each of these areas.

Make your personal timetable as detailed as possible.

Time Management table:

ACTIVITY	TIME SPEND (hrs)	168 HOURS
Sleep →		
Work →		
Eating →		
Showering/Hygiene →		
Driving →		
Gym →		
Family time →		
Church →		
Errands →		
Entertainment →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Other item not on list →		
Total Time Spent →	→	Subtract Total Time Spent -/-
	Unaccounted Time	

Now that you have *identified how much time you have*, where could you **SPEND** or **INVEST** your time? What could you do with it?

Some people may start a business, some may seek additional schooling, and some may work at a charity.

Take a moment, and list out below how you plan on using your *new found* time!

NOTES
