



# Mastery Made Simple

## Focus on Mastering Time



- 1 I am satisfied with my use of time.
- 2 I could manage my time better.
- 3 I'm often late and overcommitted.

	Yes + 1	+/- 2	No - 3
1. I have a full life that I'm pleased about.			
2. I often feel rushed & overwhelmed.			
3. I can decline invitations.			
4. I have ways to settle and recharge myself.			
5. I use alarms and reminders for more than waking up.			
6. It takes me a long time to make decisions.			
7. I'm often late, and no one is surprised.			
8. I know when my peak concentration times are.			
9. I hear myself fib when I'm late.			
10. I often skip meals because I forget, am late, or unprepared.			
11. I often use words like early, later, around, and soon.			
12. My information and spaces are organized.			
13. I always let people know when I'm running late?			
14. "I'll be there by 9:52" sounds too weird to say.			
15. People often interrupt me to finish my story.			
16. I don't have routines or checklists.			
17. I follow my reminders and remember to bring things with me.			
18. People expect more of me than I can give.			
19. I hate to let people down.			
20. Time passes faster or slower than I realize.			

What's one thing I'd change about my use of time in general?

What "time management advice" is hardest to implement or maintain? Why?

What do I notice about the habits of people who don't seem time-stressed?

How often do you hear I myself promise to do something because I want to help?

Concerning #2 or #3 above, what do I need to change? Do I need help with this?

What will my future self wish I had done now?

What has this exercise brought up for you?

What's next? Visit [www.MasteryConsulting.net](http://www.MasteryConsulting.net) to be my best self.