



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.

How did you do?	Yes	+/-	No
20 _____ 40 _____ 60	+		-
<i>20 = Bravo!</i>	1	2	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 does not take me a long time to make decisions.			
7. I'm rarely late.			
8. I know when my peak concentration times are.			
9. I don't fib when I'm late.			
10. I don't skip meals because I forget, am late, or unprepared.			
11. I rarely 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" doesn't sound weird to say.			
15. People don't usually interrupt me to finish my story.			
16. I have routines or checklists.			
17. I follow my reminders and remember to bring things with me.			
18. I can usually meet expectations I agree to.			
19. I dislike letting people down.			
20. I have an accurate time sense and/or use alarms.			

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 to be my best self.