



Mastery Made Simple

Focus on Mastering Your 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 +	+/-	No -
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 recharge myself.			
5. I set alarms for more than awake alarms.			
6. It takes me more than 15 minutes to settle into concentration.			
7. I'm often late, and no one is surprised.			
8. I know when my peak concentrations times are.			
9. I hear myself fib when I'm late.			
10. I often skip meals.			
11. I often use words like early, later, around, and soon.			
12. My information and spaces are organized.			
13. I let people know I'm running late?			
14. "I'll be there by 9:52" sounds weird.			
15. People often interrupt me.			
16. I don't have routines or checklists.			
17. I've been told I have a negative attitude.			
18. People expect more of me than I can give.			
19. People tell me I'm very upbeat and positive.			
20. Time passes faster or slower than I realize.			

What's one thing you'd change about your use of time in general?

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

What do you notice about the habits of people who don't seem stressed?

If you checked off #2 or #3 above, what do you need to change?

What will your future self wish you had done now?

What has this exercise brought up for you?

What's next? Visit www.MasteryConsulting.net for coaching and learn ways to organize your life to be your best self.