Self-analysis

The Pie Chart Of Time

FALLING
WITH MYSELF AGAIN

Self-analysis

The Pie Chart Of Time

Instruction Manual

The Pie Chart of Time is a visual tool to identify the most optimal ways to spend your time for long-term time management.

The pie chart represents the total amount of time available within a chosen period of time. You will find a week teplate and a day template down below.

When to use it?

- When you feel that you don't have enough time to do what you want or should or need to be doing
- When you don't know which activities to choose
- When you are brainstorming your ideal lifestyle
- When you want to analyze how you spend your time
 How to use The Pie Chart of Time tool?
- 1. Choose a time period that feels right for you.
- 2. Identify activities which you do in within that time period.
- 3. Divide the remaining time within the pie chart between activities. For example:

Think of your typical work week as a circle. 168 hours is a whole pie. Write down in as much detail as possible what you did during those 168 hours. For example, 56 hours of sleep, 10 hours for transportation, 50 hours of work, 20 hours of talking with family and so on. Divide all 168 hours between all of your activities.

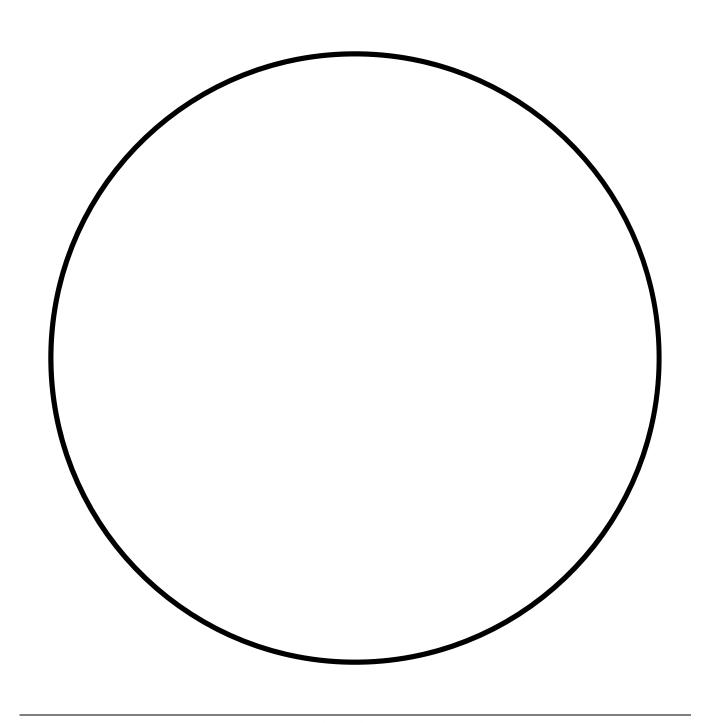
- 4. When your "real life time distribution pie chart" is completed, repeat steps 2–4 to create a pie chart representing the things you would like to do right now in your life. Start with your ideals, dreams and adjust as you go.
- 5. Compare the pie charts.
- 6. Answer the questions below.

Categories to choose from: Sleeping, Eating, School, University, Hobby, Socializing, Leisure, Traveling, Transportation, Sports, Career, Health, Friends, Community, Significant Other, Dating, Relationship, Work, Motherhood, Fatherhood, Parenting, Volunteering, Cooking, Selfdevelopment, Learning, Social Media, Pet Care, Cleaning, Shopping.

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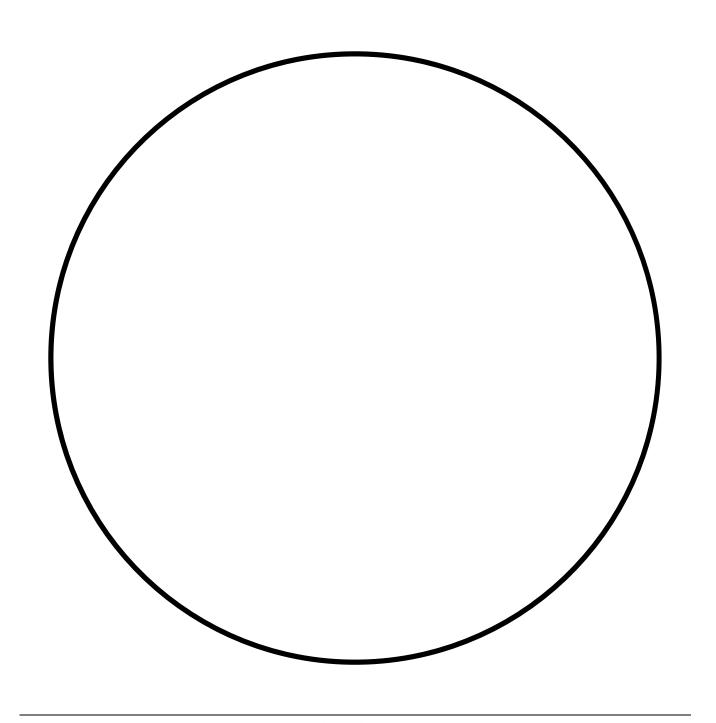
168 hours or 1 week Current time distribution



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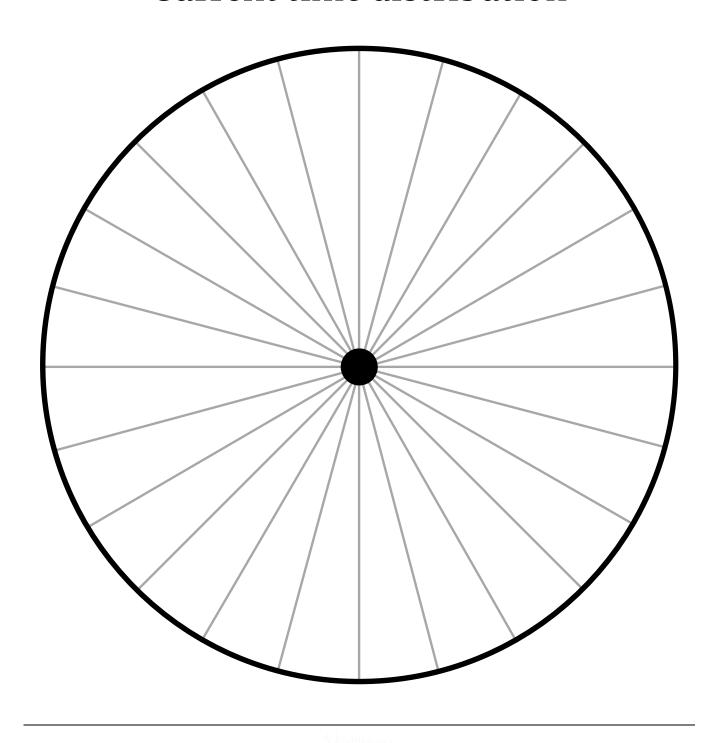
168 hours or 1 week Ideal time distribution



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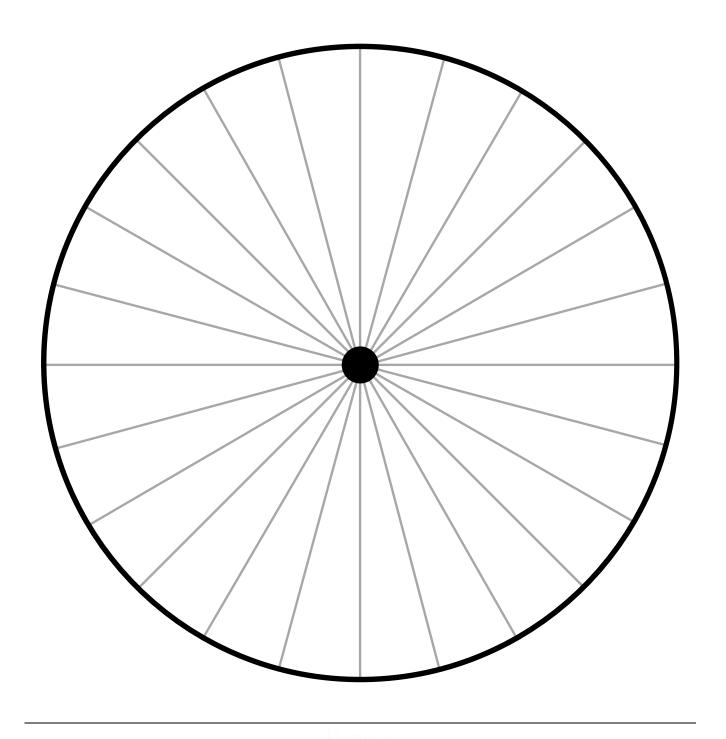
24 hours Current time distribution



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24 hours Ideal time distribution



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Questions to Answer

How do you feel about your life as you look at your Pie Chart Of Time?
Are there any surprises for you?
Are you spending too much time on something?

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Questions to Answer

Are you spending too little time on something?
Is there anything you could remove to free up more time?
How can you use your time more efficiently?