

## Examining Your Values (part 2)

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Next list your 'actual' time allocation and the item next to it. Then do the comparison to see where you sit.

| Actual Time Spend (%) | What I Spend My Time On |
|-----------------------|-------------------------|
| 1. ....               | .....                   |
| 2. ....               | .....                   |
| 3. ....               | .....                   |
| 4. ....               | .....                   |
| 5. ....               | .....                   |
| 6. ....               | .....                   |
| 7. ....               | .....                   |
| 8. ....               | .....                   |
| 9. ....               | .....                   |
| 10. ....              | .....                   |

My biggest take-away from this exercise:

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**BE YOUR OWN BOSS**