

730 Hour Time Management Tool

To build any house a person would need a set of tools. There are a plethora of tools that a person can use but one tool that you can not go without is a tape measurer. A tape measure is used to give the accuracy of length, height, and width. The **730 Hour Time Management Tool** is a giant tape measurer that brings accuracy to the length of time a person spends on their most routine activities in a thirty-day span.

We all begin each month with 730 hours. This tool will help you estimate the number of hours per month that you dedicate (on average) to each of the activities below. Activities that are not in alignment with the change that you seek can be substituted for more growth-rewarding activities.

The only question that truly matters is will you be able to sacrifice your old habits to get to the lifestyle and person you desire?

This tool will help you reassess the time you've set aside doing things that are not productive in accomplishing the change and can help you decide what you can reasonably reduce.

If your total is between 710 and 730: You have a very busy schedule! Consider cutting back. This may not be a manageable schedule as you don't have enough time for the unpredictability of life. If your total is less than 710: Congratulations! You have designed what should be manageable commitments of your time. The next step is to plan when you will accomplish all of your responsibilities. Figuring out how many hours you spend on activities is the first step to getting organized. Next, use a tool (a planner, weekly schedule, monthly calendar, workbook) to map out specifically when you will accomplish your commitments including deadlines, goals, reminders, fun events, etc.