

ADD Time Management Coaching Group

Where Does My Time Go? How to Spend Time on Purpose

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Learning Objective: Become more purposeful in how you spend your time.

Why bother?

- Knowledge = Power
- What can you learn?

How do I track where my time goes?

1. Plan your day
2. Estimate where you will spend time
3. Track your time every hour

- Use general categories
 - Home
 - Work
 - Family
 - Kids
 - Chores
 - What other categories might you need?

- Select Your Method
 - Notebook

- Planner

- Calendar

- Time Map

Sample Time Map

Download Here: <http://myattentioncoach.com/wp-content/uploads/2012/11/Weekly-Planning-Snapshot.xls>

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Early Morning							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
Later							

Reflect & Learn - Where did your time go?

What knowledge did you gain?

How can you use this knowledge?

Some Common Experiences

You
accomplish
many tasks

Some priorities
get ignored

Tasks take
longer than
expected

Sleep gets
neglected

Where do you want your time to go?

Where do you want to spend...



- More time
- Less time
- It's yours!

