

Magic 168 Action Guide

How often do you feel that your day is jammed packed? Each minute is filled with an activity ... at the end of the day your “to-do” list still has at least 10 items on it. You fall into bed thinking, “Tomorrow will be better – it HAS to be! I don’t know how, but it WILL be!”

And then, tomorrow is the same as yesterday, and you feel more and more stressed and behind.

Let’s change that!!!!

Let’s get clear on how you WANT to spend your time – and how you ARE spending your time!

Step 1: Create your “*wish list*”. How many hours would you like to spend in each category? Feel free to add categories.

<i>Category</i>	<i>Hours</i>
Work	
Business Travel / Commuting	
Eating / Cooking	
Sleeping	
Personal Hygiene	
Physical Activity	
Relaxation	
Family	
Spouse / Significant Other	
Spiritual	
Personal Care	
Volunteer	
Big Goal #1	
Big Goal #2	
Big Goal #3	
Project #1	
Project #2	
Project #3	
Errands	
Unscheduled Time	
<i>TOTAL</i>	

Step 2: Add up your “wish list” of hours.

Step 3: If your number is above 168 go to Step 6

Step 4: If your number is at 168, go to Step 12

Step 5: If your number is below 168 go to Step 13

Step 6: You have only 168 hours in the week. In order to reduce the stress of “I’m so busy,” you must reduce your number of “wish list” hours to 168. Try the strategies in Steps 7 – 10.

Step 7: If you would like to reduce the number of hours in specific categories, do so now.

Step 8: If you would like to delete a category, do so now.

Step 9: What activities can you delegate? When you find some, make the adjustment.

Step 10: Could one or more of these categories be done every other week or once a month? If so – make the adjustment.

Step 11: Recalculate your total. If the number is above 168, return to Step 5 and repeat until you hit 168. If the number is below 168, go to Step 13.

Step 12: Your number is at 168. Congratulations! You now have designed your ideal week. Go to Step 14.

Step 13: When your number is below 168, and you feel stressed about time, it means you are spending more time in certain categories than you would like – you just don’t realize it. Start to track your time for a week, and then compare your “actual” numbers with those on your “wish list.” Make the appropriate adjustments.

Step 14: Create a reminder to do this exercise each quarter. Your priorities and time obligations will change periodically. Being able to make proactive adjustments will help reduce the “I have so much on my plate” syndrome!

Start today by creating a realistic view of your week! I promise the “I’m so busy, uneasy, anxious” feeling will start to disappear.



Lisa Crilley Mallis is a certified coach, author, and speaker who works with focused, successful business owners who are overcommitted and still want to achieve more. For over 15 years, Lisa has provided customized, real solutions to everyday time management challenges, allowing her clients to accomplish more in less time, without giving up their nights and weekends.