



EXERCISE 1
What's Working and What's Not?

What's Working?

No matter how busy I get, I always find time to _____.

My goals are well-defined when it comes to _____.

I'm pretty clear on how long it takes me to _____.

I never procrastinate about _____.

I am never late for _____.

I enjoy exercising when _____.

I'm able to tackle difficult projects when _____.

I always build in transition time between _____.

It's easy for me to say no to _____.

Meeting deadlines is easiest for me when _____.

I am at my happiest when I _____.

The things that I delegate easily are _____.

What's not working?

I never have time to _____.

I spend way too much time on _____.

I don't have well-defined goals for _____.

One thing I wish I could do every day is _____.

I always underestimate how long it takes to _____.

I procrastinate whenever I have to _____.

I am usually late for _____.

It's hard for me to say no to _____.

I have a hard time finishing _____.





EXERCISE 2
Your Unique Energy Boosters

When my energy is flagging, I can usually recharge by:

- Changing activities
- Exercising
- Stretching
- Playing some music
- Focusing on my goal
- Glancing at a photo of someone I love
- Drinking a glass of water
- Taking a catnap
- Eating a high-energy snack
- Taking a brief break
- Planning something fun
- Calling a friend
- Other: _____

EXERCISE 3
Identifying Your Energy Cycles

Mornings are the best time for me to _____

And the worst time for me to _____

Afternoons are the best time for me to _____

And the worst time for me to _____

Evenings are the best time for me to _____

And the worst time for me to _____

Late at night is the best time for me to _____

And the worst time for me to _____

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EXERCISE 4
Your Preferred Work Conditions

The majority of the time, I prefer...
(Choose one from each row.)

<input type="checkbox"/> Concentrating in short bursts	<input type="checkbox"/> Concentrating for long stretches
<input type="checkbox"/> Focusing on one thing at a time	<input type="checkbox"/> Multitasking
<input type="checkbox"/> A fast and busy schedule	<input type="checkbox"/> A slow and easy schedule
<input type="checkbox"/> Plans and predictability	<input type="checkbox"/> Surprises and spontaneity
<input type="checkbox"/> Tight deadlines	<input type="checkbox"/> Long lead times
<input type="checkbox"/> “Stewing” on things	<input type="checkbox"/> Making quick decisions
<input type="checkbox"/> Working independently	<input type="checkbox"/> Working collaboratively
<input type="checkbox"/> Exercising alone	<input type="checkbox"/> Exercising with others
<input type="checkbox"/> Relaxing alone	<input type="checkbox"/> Relaxing with others
<input type="checkbox"/> Working in silence	<input type="checkbox"/> Working with background noise or music
<input type="checkbox"/> Dim lighting	<input type="checkbox"/> Bright lighting
<input type="checkbox"/> Working with my head	<input type="checkbox"/> Working with my hands

If you're not sure, pay attention going forward. Use this information to help you plan your day.

Adapted from Time Management from the Inside Out by Julie Morgenstern (2004).



NOTES