



Are you focusing on what
really matters to you?

-Take control of your life, it's your party-

Minimize
yourself
online coaching

What is most important in my life?

Write down -in order of sequence- the top 5 things that are most important to you. These are matters you spend time on (e.g. hobbies), or people (e.g. children) you spend time with:

	Most important to me is:
1	
2	
3	
4	
5	

What do I spend most time on?

Write down -in order of sequence- the top 5 things that take up most of your time. These can be matters you spend time on (e.g. work) or people (e.g. clients) you spend time with:

	I spend my time on:	%
1		
2		
3		
4		
5		

Now write down the % of time you spent on it next to it, adding up to 100% in total, e.g. I spend my time on work for 70% of my total time spent.

How much time do you really spend on what is most important in your life?

You have now written down what, or who, is most important to you and how much time you spend on what is most important. Is there a discrepancy between the two? And if so what strikes you the most about the difference?

If there is a discrepancy between what is most important to you and what/who you spend most of your time on/with, bear in mind that is natural in a way. As, although we love our family and would love to spend all of our time with them, in reality we do need to make a living. So most likely, work is going to score higher on your second list than on your first list. I especially want you to look at the % you have also used, what message have you been given to you there?

Write down how much time you really spend on what is most important in your life, as well as some major differences between what is most important to you and what you spend most of your time on:

Now, take a look at the % you have stated while completing the exercise, please write down the conclusions you draw from this comparison:

Is it time for change?

This page will help you to tailor your actions. If you are in a rush or already know what you would like to change: go to the next page

In the previous questions you have zoomed in on the discrepancies, on what you are not doing at the moment, and you have even put a number against it percentage-wise. Most likely, this did not make you feel great, as you realise you would like to do things differently. How about changing this into something positive, and taking a step towards what you would like the picture to look like? Based on these insights, you might want to make big changes and turn the world upside down, but that is most likely easier said than done and can –quite frankly- also be a bit daunting. So let's focus on smaller achievable steps, things you know you can realise without too much effort but will have a big impact nonetheless.

First think back to how things were before, when your time was better aligned to what is most important to you. Remember some of the things that made you feel good and made you spend more time on the things that are important to you. Keep three –preferably smaller ones- in mind and write them down:

Could some of these things you have written down still be doable today? If not exactly as they were then, perhaps with a little tweak? Try and think about it.

Take the next step

Time for a change?! You have seen the differences between what you spend your time on and what is important to you and you might have even remembered how it used to be. Now take the next step; write down three small steps you could take today, which are doable for you and bring you closer to spending more time on what is important to you.

For example if it is important for me to work out and stay fit but I spent most of my time working, even having my lunch behind my desk, a little step could be: 'taking a 10 minute break every day and going outside for a stroll and some fresh air'.

My recommendation would be, start with the top 3 :

Whatever you have written down, or even if you have not written anything down but have just made your lists, I think you are great! A moment of reflection is another step to what you really want. That as focus can bring you great things!