

Key 4 Activity: Two Weeks of Choices

YOUR TIME = The Choices In Your Day

Part 1: Time Choice Inventory:

Over the next two weeks each family member will use the charts attached to log how their time is spent. Estimate the amount of time spent on specific activities each day. Don't get too caught up in the exact amount of minutes you spend doing any one activity. This activity is an estimation of how you spend your day. ***Be honest with yourself. This activity is for you and is aimed at helping you to better understand how you choose to spend your time.***

On the following page there is a chart with suggested categories that might be relevant to your life. The blank boxes are for you to fill in with topics that are specific to you. Look at the categories provided and determine others that might apply to your life and write them in.

Note: If you want to go into greater depth with how you spend your day then it is suggested to use the blank chart and break up categories into more specific activities.

For example:

Instead of you just writing down how many hours you spend at your JOB, it can be broken down into:

- Time spent in meetings
- Time spent answering emails
- Time spent with the clients

Or instead of just FAMILY TIME, it can be broken down into:

- Eating together
- Watching TV together
- Playing together

Additionally, if you feel that you are spending your time doing more than one thing at a time (e.g. watching a football game on TV while interacting with your friends) you may split the time appropriately between the two categories.

“Happy, contented people make conscious, careful choices about their life focuses that endorse their individual values.”

– Gail McMeekin

Two-Week Choice Chart: Adults

Activity	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total Hrs.	Avg. Hrs.
Eating																
Watching TV																
Time w/ friends																
Sleep																
Time on Computer (not work related)																
Exercise																
Driving/ Commuting																
Relaxing																
Time with Family																
Job																
Total Hours	24	24	24	24	24	24	24	24	24	24	24	24	24	24	336	24

Note: To calculate average hours, calculate your total hours and then divide by 336.

Two-Week Choice Chart: Adults (Extra)

Activity	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total Hrs.	Avg. Hrs.
Total Hours	24	24	24	24	24	24	24	24	24	24	24	24	24	24	336	24

Note: To calculate average hours, calculate your total hours and than divide by 336.

Two-Week Choice Chart: Children

Activity	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total Hrs.	Avg. Hrs.
Eating																
Watching T.V.																
Time with Friends																
Sleep																
Time on Computer (not school related)																
After school activities (sports, dance, etc.)																
Homework																
Reading (not homework)																
Time with Family																
Chores																
Total Hours	24	24	24	24	24	24	24	24	24	24	24	24	24	24	336	24

Note: To calculate average hours, calculate your total hours and then divide by 336.

Two-Week Choice Chart: Children (Extra)

Activity	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Total Hrs.	Avg. Hrs.
Total Hours	24	24	24	24	24	24	24	24	24	24	24	24	24	24	336	24

Note: To calculate average hours, calculate your total hours and then divide by 336.

Part 2: Put your results in perspective:

Using the averages from the previous pages, fill in the chart below with the categories you find most relevant to your life.

Be sure to put careful thought into how you would adjust the hours in your day.

Activity	Average Total Hours	Are you satisfied with the amount of time spent on this activity?	If no, + or – how much time would change	New Hours Per Day
Eating				
Watching T.V.				
Total Hours	24		24	

Part 3: Process your results on a separate piece of paper and help younger children to process their results. Discuss with your family and share answers to the following questions.

Question 1: What activities do you spend the most time doing in your week? What do you spend the least amount of time doing?

Question 2: What time choices are making your life easier and better? What time choices are you making your life more challenging?

Question 3: On what would you like to spend more time? On what would you like to spend less time?

Question 4: Where might you be able to shift some of your time choices to free up space to do other things?

Question 5: What conclusions can you make about the choices you are making and how you spend your time?

Question 6: Does how you spend your time match what you want in your life? If it is not in alignment, what specific choices can you make to bring it into alignment?

Use the lines below to write down a few choices that you need to make to help you become more in alignment with how you WANT to live your life.

1.

2.

3.

4.

5.

6.

