# I AM MY OWN BOSS
(PRIORITIZE)

Name: _____

How do I spend my time? We are all busy, and we all use 168 hours every week.
(24 hours X 7 days a week = 168 hours).
The big question is: Are my WEEKLY ACTIVITIES taking me towards my GOALS?
This is the question of urgent things vs important things.
The urgent things will distract you, but the more important things
will get you where you want to be in your business!

Fill out the sheet below to see if you have time to do this business.

| Activity | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
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Add the total hours a week that are accounted for. Subtract from 168.
This is the discretionary time you have left! Now the choice is yours!

**168 - _____ = _____**

**Hours accounted for** **Choice Time!**