

# A WEEK IN YOUR LIFE

Who are you working for, what are you working for?

Many of us work so that we can live our life sometime in the future: After work, on the weekend, when we go on holiday, once we retire? Work is the vehicle or the cash cow that subsidises our life-style when we are not at work. **We work to live.** But our work probably doesn't get the best from us, because our intent and our desire live outside the office. Our hunger for achievement or promotion is driven by the need for more money to fund our life elsewhere. This sometimes works against us achieving as others sense this disconnect and ulterior motive, and doors may not open as simply as we would like.

Others become entranced with our work: We have a vision, a calling and a passion to achieve great things: **We live to work.** Doing more and taking our work home is not difficult because we enjoy it, receive reward from the doing, and also enjoy the fringe benefits of surpassing goals, projections and spreadsheets. This gets noticed, and when jobs need to be done, we are the people who get the bottom line sorted. But our outside life probably doesn't get the best from us, since work tends to expand to fill more and more of the day and the week.

How do we develop a balance between our work life and our personal life? **How do we achieve LIFESTYLE?**

**Here's the inherent problem: There are only 60 seconds in a minute, 60 minutes in an hour, 24 hours in a day, and 7 days in a week. That's 168 hours per week.** But wait we don't get to use all of those hours – we sleep 8 hours a day, that leaves 112 hours to work and live. Eating probably takes up 2 hours a day: that leaves 98 hours a week. Then there's showering and toileting which probably costs most another 1 hour each and every day; 91 hours left... Now you have to fit in travelling to and from work, working, transporting others to where they need to go, and then LIVE somewhere in the remaining hours.

So, what are you going to do with the rest of these hours? If you want to live a full life outside of work, then you better be receiving a good hourly rate to subsidise the other half of the week. And if you work a lot then, maybe you need to find a way of making more hours so you too can have a life.

You may have a financial budget that you work within, and you should have a personal budget that you live within: **But do you have a weekly time budget?** Do you know how much time you already sacrifice for your daily duties, and do you have an awareness of where you can find more time to enjoy more of the stuff that you love?

First, let's try to calculate how much time we currently spend involved in our different daily activities: Use the table on the next page to add up your daily routine as accurately as possible...

## WEEKLY TIME AUDIT:

Weekly activity (calculate hours over a week)	Number hours	Hours remaining
<b>Number of hours per week</b>	<b>168</b>	<b>168</b>
Sleep	56	112
Meals	14	98
Washing, toileting	7	91
Hours at office		
Work at home		
Meetings		
Training / personal development		
Commuting to and from work, meetings and PD		
Exercise		
Spiritual		
Reading		
Television		
Computer / games / junk mail / advertising		
Social / entertainment		
Commuting to and from social and personal events		
Family		
Partner		
Commuting to and from family events		
Gardening / home maintenance		
Number of hours (# weeks × 168) you holiday (0 hours work) per year		

Now let's walk through a process of planning the perfect week in our life, so that every week can become part of our perfect lifestyle:

## WEEKLY TIME BUDGET:

Weekly activity (calculate hours over a week)	Number hours	Hours remaining
Number of hours per week	<b>168</b>	<b>168</b>
Sleep	56	112
Meals	14	98
Washing, toileting	7	91
Hours at office		
Work at home		
Meetings		
Training / personal development		
Commuting to and from work, meetings and PD		
Exercise		
Spiritual		
Reading		
Television		
Computer / games / junk mail / advertising		
Social / entertainment		
Commuting to and from social and personal events		
Family		
Partner		
Commuting to and from family events		
Gardening / home maintenance		
Number of hours (# weeks × 168) you will holiday (0 hours work) per year		