



## Personal Balance Sheet Exercise

Think of your average day.

1. How many hours do you tend to sleep (on average)? -----
2. How many hours does that give you of awake time? -----

For a moment consider the number of waking hours to be your personal 100%.

3. On the table below, make a list of the activities you want to fill your time with (e.g., work, play, exercise, family, friends, religion/ spiritual pursuits, specific hobbies, community services, other activities).
4. Add things to your list that may be responsibilities you have to do (e.g., commute to work, chores).
5. We each have time spent on activities of daily living, such as showering, keeping up with hygiene, eating, etc. Add these activities of daily living to the chart below, or indicate the percent of your day that is spent on these types of activities.
6. Now, review your list and write the percent of time you currently spend doing each of the activities you identified in column 2 (%time current, out of 100% of your awake time).
7. Go back over your list and write what percent of your time you want to be spending on each of these activities in column 3 (%time wanted out of 100% of your awake time)?
8. Reflection: In the final column reflect on this exercise. How good are you at hitting your own personal balance sheet? Where are you over? Where are you under? What kind of adjustments do you think you need to make?

### Personal Balance Sheet

Activity	% Time Current	%Time Wanted	Over? Under? Adjustments