



## Micro-Learning Handouts & Tools

### **Time & Energy Management Audit**

We all have the same hours, minutes and seconds in the day. How are you spending yours? Your choices are moving you forward or back –there is no neutral. It's time to take stock on all of your habits and routines- who you are spending time with, your food choices, your mental diet, your sleep habits, where you're spending your money, how much time you're spending on social media, alcohol, sex, exercise... Use your time log as a guide and if you don't like it, change it!

### **“Ah-Ha!” insights from my time log**

### **Habits or routines that are moving me forward**

### **Habits or routines that are holding me back**

### **What do I want to spend MORE time doing?**

### **What do I want to spend LESS time doing?**