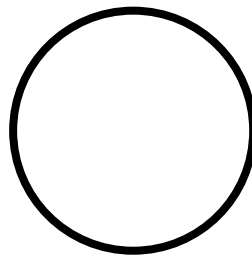


## Exercise 2: Reviewing your time use

Thinking back over the last week, how much of your time has been spent **Planning** (preparing for activities), **Doing** (undertaking activities) and **Reviewing** (reflecting on activities after completion)? (To clarify: if your work involves planning projects, then that is doing: planning would be preparing to plan projects).

Allocate the proportions in the circle below (the circle represents a week's work). As a guide, 2 hours per day would equate to 1/3 of the area.



Planning %

Doing %

Reviewing %

**Your current time-use**

**Time use profile type:**

**My ideal time-use:** Planning %

Doing %

Reviewing %