My 168 hours — week of _____

Every week has 168 hours. Write the fixed ones first, then give the rest a job.

A. Fixed hours

Sleep	_____
Work + commute	_____
Upkeep (meals, chores, errands)	_____
Subtotal	_____
168 – subtotal = hours I choose	_____

B. The chosen hours

	Planned	Actual
Family	_____	_____
Friendship	_____	_____
The body	_____	_____
Recovery and rest	_____	_____
My own work	_____	_____
Other	_____	_____

C. Looking back

What surprised me

_____

Next week gets more of

_____

Next week gets less of

_____