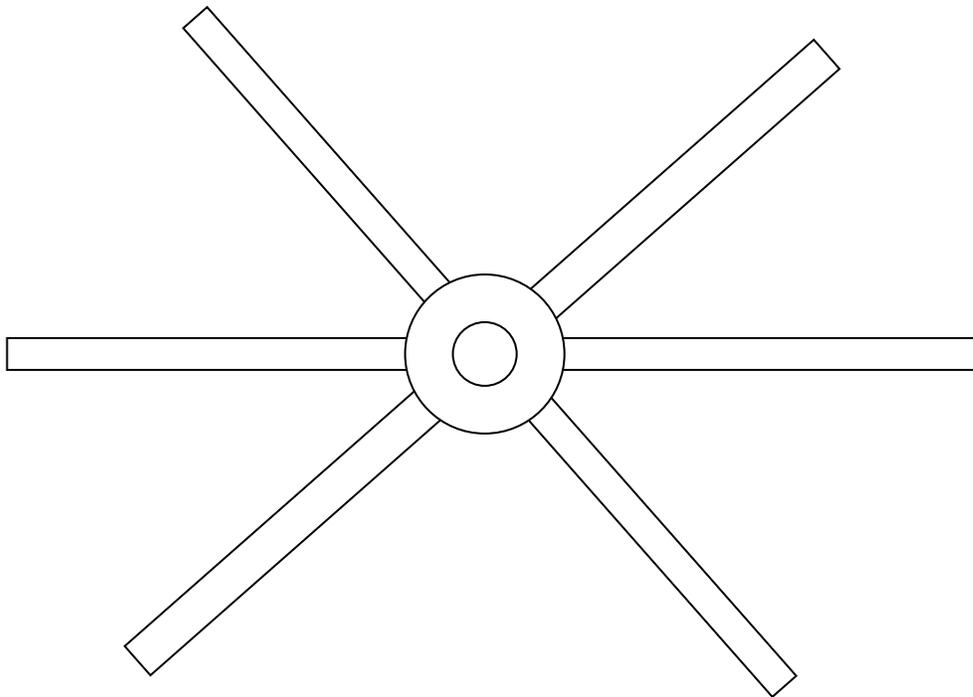


TIME MANAGEMENT BALANCE WHEEL

Balance Wheel directions:

1. Name each of the six wheel spokes, with the life areas:
Work
Intellectual Life
Physical Well-Being
Social Life
Family
Spiritual Life
3. Rate the balance of each area from 0 to 10.
Zero rests at the center of the spoke, and ten falls at the end.
Zero represents a complete lack of congruence in this area, and ten represents full congruence in the area.
4. Place a dot on the area of the line where you've rated yourself and your congruence.
5. Then draw the wheel connecting your numbered dots on each spoke.



If your wheel is out of balance, then it's time to go back to your values and rework your goals, and re-allocate your time. Do this exercise every few months in a different color ink to see what kind of progress you are making.