**Managing your Life**

It is very simple to be happy,

But it is very difficult to be simple!

Rabindranath Tagore

An average person begins each day as usual:

Up at 6 to 6:30 a.m.

Out of the house by 7 to 7:30 a.m.

On the job by 9 a.m.

The rest of the day progresses equally as routine: work, have lunch, more work, drive home

(in the case of a housewife, she finds herself swamped by activities from the moment everyone goes to work to the moment they return asking for food)

On the door by 7 or 8 p.m.

Do home stuff, watch TV, and go to bed by 11 or 12 p.m.• • • •

The next day, it starts all over (and over...and over)

This goes on five, sometimes six days a week,

52 weeks a year (minus a couple of weeks vacation yearly that are likely to be scattered here and there).

This goes on for 20 to 30 years with maybe a few career changes along the way.

**Is that what it is all about? ..Is that what LIFE is all about?**

If your answer is NO…then maybe you should do something about it



This is a tool we use in coaching that helps people to get a better understanding of how they spend their life.

The sections in the circle represent the major areas where most people get to spend their life (if your life is different you can make your own chart, that's absolutely fine☺ )

If an average person sleeps for 6 hours a day, that means they are awake for 18 hours. If we multiply that by 7 (week days), we get 126 hours a week of waking state; where each one is free to choose some (or any) of those segments to spend their life

Now this exercise comes in four simple steps:

1. Time spent:
   1. How much time do you roughly spend per week in those segments??
   2. Add that time up and divide each segment on the total to get a percentage of time spent in each segment (i.e. if I spend 20 hours a week with my children; then 20/126 = 16% and so on)
2. Actual importance:
   1. On the same chart (but with a different color), you can give a percentage of "importance" to every section (according to what you see). (i.e. if health carries more importance to you than career for example, then health could take 20% and career could take 10% … just make sure it all adds up to 100%)
3. Compare the actual time spent in each segment to its importance, and see which segments that have the bigger gap between the two figures
4. Write down 3 actions to improve your life in each segment where the gap is big!

Managing your activities to reflect the importance of them to you will give you a sense of purpose and harmony, which will replace the sense of guilt, non-accomplishment and stress that most people suffer from!

The choice is yours

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