One Step for a Week

PLAN / EVALUATION

What situation needlessly eats up my time? About how much?

One step I'll take to try to limit that loss

Under what circumstances will I use the step?

DAILY FREE-TIME GOAL

At least _____ **minutes for myself**

When do I want to have time for myself?

AFTER SEVEN DAYS

If you haven't tried the step, don't judge its effect yet.

Situation Came Up (Y)	Step Used (Y or P)	Goal Reached (Y)
_____ ×	_____ ×	_____ ×

Total Time Gained (min)

What decided whether I ended up with time for myself?

What will I keep or adjust for another test or for the 30 days?

Seven Days in Practice

From _____ **To** _____

Day	Situation Came Up?	Step Used?	Time Gained (min)	Goal Reached?	What Helped and What Didn't
1					
2					
3					
4					
5					
6					
7					

HOW TO FILL IN A ROW

Y means yes, P partly, and N no.
When marking whether the situation came up, use Y or N.

Combine all of the day's occurrences that match your plan. If there were none, mark N and end the row there. Otherwise, mark Y and add a short note. For the step, mark Y if you used it fully every time. Mark P if you used it at least partly, but not fully every time. N means you didn't use it even once.

If you used the step at least partly, estimate the total number of minutes that, thanks to the step, you had for yourself that day during the time set in your plan. Count each minute only once. If you had no time left for yourself, write 0.

If the result is 0, mark the goal N. If you gain time, mark Y if you reach at least the planned number of minutes and P if you gain less. If you didn't use the step, leave the minutes and the goal blank.