

# Self-Care: Identify How You Spend Your Time

**Directions:** Use the following worksheet to begin to identify how you spend your time. Think about typical days for both the work days and days off.

1. In the column on the left side of the paper make a list of all the common activities you do in a day.
2. Next, use different colors to fill in the bar graph to represent how much time you spend in each activity. Each large line on the graph represents one hour. For instance, if you sleep for eight hours, you would use one color to fill in eight spaces and then label that area "sleep." If you watch a couple of hours of TV at night, you would use a different color to fill in two space and label it "TV."
3. After you completely fill in the bar, notice how you spend your time.
4. Then, keep track of how you use your time over the next 1-2 weeks. As you review your notes, identify 2-3 changes that will help you find more time for self-care.
5. You might also want to journal each morning and evening to identify:
  - Thoughts and activities that added value and energy to my day
  - Thoughts and activities that left me feeling depleted

Common work day  
activities:



## WORK DAY

## DAY OFF

Common day off  
activities:

