Ideal Day Worksheet

This worksheet is designed to help you reflect on how your current time use compares with your ideal day, so you can begin to identify ways to better align your schedule with your priorities.

💡 ***Remember***:

When we know what we want, we can start making space for it.

Activity 1: Visualize Your Ideal Day

Take a moment to imagine your ideal day. What does it look like from morning to evening. Some areas you may want to include work, rest, exercise, relationships, and personal growth.

(AM) 5:00 - 6:00 _____
6:00 - 7:00 _____
7:00 - 8:00 _____
8:00 - 9:00 _____
9:00 - 10:00 _____
10:00 - 11:00 _____
11:00 - 12:00 _____
(PM) 12:00 - 1:00 _____
1:00 - 2:00 _____
2:00 - 3:00 _____
3:00 - 4:00 _____
4:00 - 5:00 _____
5:00 - 6:00 _____
6:00 - 7:00 _____
7:00 - 8:00 _____
8:00 - 9:00 _____
9:00 - 10:00 _____
10:00 - 11:00 _____
11:00 - 12:00 _____

If your schedule varies widely each day or you also want to focus on weekends, repeat this activity for each day.

Activity 2: Compare the Ideal to the Real

Look back at your notes or Time Audit worksheet. Consider the activities you listed and how they compare to your ideal day.

Use the space below to jot down your thoughts:

Activity 3: Identify Missing Priorities

What priorities are missing from your Time Audit list? Are there important areas of your life that don't receive enough attention? List your missing priorities.

Examples:

- Time with family
- Personal growth
- Rest/Relaxation

Write down your observations:

Activity 4: Analyze Conflicts or Competing Demands

What conflicts or competing demands are preventing you from spending time on your priorities? Are any of these obligations, habits, or distractions? Describe conflicts.

Action Plan:

Review your calendar or schedule for the next day, week, and month. ***Identify one missing priority you would like to add to your schedule***.

