



How often do you wish for more time in the day to finish that final task? This coaching exercise draws inspiration from Oliver Burkeman's book *Four Thousand Weeks*. Rather than cramming more in, it's about reviewing those things that drain your time (and energy!) This could be particularly helpful if you also have a busy life outside of work.

Across your work and/or life, what are your key priorities in the next 3-6 months?

How well does your daily/weekly routine support these priorities?

When do you feel in control of your time, and when do you feel you are reacting?

Describe an ideal week:

What boundaries would you like to put in place to take a step towards that ideal week?

What can you delegate/say no to?

What might stop you delegating/saying no to?

Is this something you need further support with?
Use [this link to my calendar](#) to book a 30 minute call to explore how coaching can help you here.

