

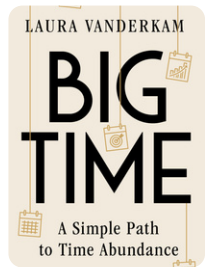
# How to spend your time more intentionally

When lots of things compete for your time, it can feel like there's never enough of it.

Borrowing brilliance from Laura Vanderkam, thinking in 168-hour weeks can help you see where your time really goes and help you to make more intentional choices about how you spend it.



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## Three ideas for action to try this week

### Track your time

How you feel about your time isn't always the same as how you're actually spending it.

Tracking your time can give you useful data to make better choices about where you want your time to go.

**Try:** Tracking your time for one week. Check in 3–4 times a day and make a quick note of what you've been doing. Then ask: *"What would I like to spend more, or less time on?"*

### Think about future you

It can be tempting to say yes to something months away because you imagine you'll have more time in the future.

But future-you is likely to have just as much competing for their time as you do today.

**Try:** Before saying yes to a future commitment, ask: *"Would I do this tomorrow?"* If the answer is no, think again about whether you want to make time for it.

### Plan the week ahead

Looking at your week as a whole can help you make more intentional choices about how you spend your time.

Planning ahead can also help you feel less rushed when busy moments arrive.

**This could look like:** Each Friday, ask: *"What would make next week great professionally and personally?"* Pick a couple of things and think about where they could go in your diary.

## Coach yourself

What's one change I could make to spend my time more intentionally?

