# A close up of a logo Description automatically generated Week In the Life Of (WILO)

This is a visual way of analyzing your activities to improve your efficiency, effectiveness and work/life integration. The purpose of this WILO exercise is to help you achieve a greater level of understanding of your current activities to ensure they are really moving the needle for your work/business. This process will help you (both professionally and personally) manage how you are spending your most valuable resource – your time. You will get really clear on what your most meaningful work is.

This WILO will answer:

* What is your most meaningful work?
* Are you spending your precious time resource on the right things?
* How is your work/life integration?
* Are your start and end of the day routines helping with your planning and preparation?
* Are you doing the right tasks at the right time?
* Is your workload in line with your job description and expectations?
* How is your balance between unexpected tasks and planned project work?
* Are there opportunities to automate, delegate or eliminate?
* What distractions can you eliminate?

When completing the following, be as honest, accurate and thorough as possible. This information will be used to determine opportunities and issues and will lay the foundation for your next steps with the book.

***Record in a notebook everything you do on a daily basis for the next 2-3 weeks before completing the following.***

Weekly Work/Life Tasks & Activities

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Tasks / Activity (**i.e., project work, tasks, planning, email processing, admin, travel, marketing, routine job tasks, meetings, personal chores/errands)** | Time spent (mins) | Good use of your time (1-5) where 1 is low | Proactive, Active, Inactive Brain Energy | Workflow in place? Do you follow an efficient process to complete this task? | Should you automate, delegate or eliminate this task? | Identify any internal or external distractions with this task |
| Before Work |  |  |  |  |  |  |  |
| During Work |  |  |  |  |  |  |  |
| After Work |  |  |  |  |  |  |  |
| Weekend |  |  |  |  |  |  |  |

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| --- |
| Key Observations (Opportunities/Issues): |
| Opportunities to Improve Time Management: |
| Opportunities to Automate, Delegate or Eliminate: |
| Plan to Eliminate Distractions: |
| Opportunities to Create Workflows, Checklists, Templates, Drafts: |
| Productivity Bank Possibilities: |