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Time Inventory

Track how you spend your day to understand where you spend your time. NOTE: You don't need to fill in each line; block areas of time where you are doing the same thing (see example on page 2.)

TIME INVENTORY FOR: MONTH _____ DAY OF THE WEEK _____

TIME	ACTIVITY
6:00 am	
6:30 am	
7:00 am	
7:30 am	
8:00 am	
8:30 am	
9:00 am	
9:30 am	
10:00 am	
10:30 am	
11:00 am	
11:30 am	
12:00 pm	
12:30 pm	
1:00 pm	
1:30 pm	
2:00 pm	
2:30 pm	
3:00 pm	
3:30 pm	
4:00 pm	
4:30 pm	
5:00 pm	
5:30 pm	
6:00 pm	
6:30 pm	
7:00 pm	
7:30 pm	
8:00 pm	
8:30 pm	
9:00 pm	
9:30 pm	
10:00 pm	
10:30 pm	
11:00 pm	
11:30 pm	



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Example

TIME INVENTORY FOR: MONTH October DAY OF THE WEEK Wednesday

TIME	ACTIVITY
6:00 am	Sleep
6:30 am	Get up
7:00 am	Walk dog
7:30 am	Cardio
8:00 am	Drive kids to school
8:30 am	Go to work
9:00 am	Return phone calls
9:30 am	Check emails
10:00 am	Deal with issue with seller
10:30 am	
11:00 am	Meet with boss
11:30 am	
12:00 pm	Meet with boss/working lunch
12:30 pm	
1:00 pm	Check emails
1:30 pm	Return phone calls
2:00 pm	Meeting with admin team
2:30 pm	
3:00 pm	Client calls
3:30 pm	Prospecting
4:00 pm	Help co-worker with computer problem
4:30 pm	Pick kids up from school
5:00 pm	Soccer game
5:30 pm	
6:00 pm	
6:30 pm	Go home
7:00 pm	Dinner
7:30 pm	Kids/homework
8:00 pm	Watch movie w/kids
8:30 pm	
9:00 pm	Kids/bedtime
9:30 pm	Facebook
10:00 pm	
10:30 pm	Watch TV
11:00 pm	Go to bed
11:30 pm	Sleep



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Laura Treonze, serves as Chief Life Strategist with **LMT Consulting**, which helps individuals and companies create massive success through self-awareness.

LMT Consulting was founded on the core belief that behavioral understanding is the key to personal and professional success. By uncovering natural behavioral styles we help growth-minded individuals build plans that focus on their personal strengths. We provide the tools to help people understand how to show up as their best self in all situations so they can manage their energy instead of their time, direct

conversations instead of reacting to them, and communicate with everyone at a higher level. Unlike traditional business coaching, we know personal lives play a huge role in how people show up professionally. Our coaching programs are specifically designed to help you understand and articulate what you really want so you can create your ideal work-family balance.

LMT Consulting executive and life coaching has transformed and redefined the way non-profits, small teams and corporations “do” business. Our coaching is proven to boost individual confidence, increase self-awareness, improve group understanding, reduce conflict, improve team-building, and enhance commitment in all aspects of life.

It became apparent that the work **LMT Consulting** was doing to help companies, teams and business leaders with behavioral understanding was needed outside of the office and taken to a more personal level. Many of the issues that cause people to seek executive coaching also apply to parents and their interactions with their children. **LMT Consulting** is dedicated to empowering families to live healthier, happier, more resourceful, and resilient lives by increasing self awareness of the strengths of every member of the family, understanding how children process information and how to communicate more effectively with each other through its innovative **“The Social Behavior of Families”** Training.

At **LMT Consulting** **“Our mission is to help people do and be more than they thought physically, mentally, spiritually and financially possible while building businesses and lives worth talking about.”**

Reach out to us today and start on the exciting path of behavioral understanding, awareness and development! Isn't it time for you to **build a business and life worth talking about?**

To learn more about our services, please go to www.lmtworthtalkingabout.com

Connect with Laura on Social Media

