



TIMELINE TOOL™

Instructions: On the timeline, start with the current month and recall what you did in each month prior, writing down your key activities or experiences.

- Put a STAR by important things you did
- Put a HEART by the things you loved doing it gave you energy
- Put an X by the things that were time and/or energy drains

Next, jot down what you were trying to value or accomplish. For example, were you trying to save time, were you trying to value harmony and keep the peace?

Answer and reflect on the questions in your journal or with a friend.

CURRENT MONTH (1): _____

What I've done so far:	STAR, HEART, or X:	What I was trying to value/accomplish:
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PRIOR MONTH (2): _____

What I did:	STAR, HEART, or X:	What I was trying to value/accomplish:
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PRIOR MONTH (3): _____

What I did:	STAR, HEART, or X:	What I was trying to value/accomplish:
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PRIOR MONTH (4): _____

What I did:	STAR, HEART, or X:	What I was trying to value/accomplish:
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PRIOR MONTH (5): _____

What I did:	STAR, HEART, or X:	What I was trying to value/accomplish:
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PRIOR MONTH (6): _____

What I did:	STAR, HEART, or X:	What I was trying to value/accomplish:
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Questions:

1. Do you have more stars, hearts, or X's, and what does that say to you?
2. What patterns do you notice about what's important to you?
3. Where did you say yes, but you wanted to say no?
4. Is there a repetitive decision you keep making that needs to change?
5. What decision do you need to make to start shifting the way your timeline looks starting now? (Remember, don't despise small beginnings. Pick something you know you can accomplish).