

# Clearing Exercise

TODAY'S DATE \_\_\_\_\_

## TIME SINKS:

These are the activities I am currently doing that are eating up my days:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_
- 12 \_\_\_\_\_
- 13 \_\_\_\_\_
- 14 \_\_\_\_\_
- 15 \_\_\_\_\_
- 16 \_\_\_\_\_
- 17 \_\_\_\_\_
- 18 \_\_\_\_\_
- 19 \_\_\_\_\_
- 20 \_\_\_\_\_
- 21 \_\_\_\_\_

These are the activities I can put "on hold" or give up entirely so that I can make room for marketing:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_

## HOW I SPEND MY DAY:

- 5:00 AM \_\_\_\_\_
- 5:30 AM \_\_\_\_\_
- 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 NOON \_\_\_\_\_
- 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 \_\_\_\_\_