



The Choice **MANAGEMENT TEST**



Can you manage time?

We all know time is a limited resource. Stating the obvious, there are only 24 hours in a day, seven days in a week... OK, why not just face the facts; time is a finite resource. Even though none of us know how much time we will have, we do know our time will eventually come to an end.

The thought of managing time then becomes problematic. Time can't be managed. But, we do have the power to manage what we do with our precious time.

At DKE, we help our partners manage their choices. We continuously challenge and assist them to consciously choose how to direct their energy, who they choose to spend time with, and the actions they take in their professional lives.

To help you better manage these choices, begin by assessing how you currently choose to spend your time.

List the 10 activities you spend most of your time on during an average week	Assign an approximate percentage of your weekly time spent on each activity	List 10 or fewer activities you know are vital to the success of your business	Assign an approximate percentage of your weekly time spent on each	List the 10 activities that you find most personally fulfilling	Assign an approximate percentage of your weekly time spent on each



Taking Action

1) After you have completed the table on the previous page, review it to identify where the expenditure of your time is out of balance.

2) Identify how you can bring more balance to how you spend your time.

(a) Which activity or activities would you like to stop spending time on completely?

(b) Which activities essential to your professional success would you like to spend more time on?

(c) Which activities most essential to your personal fulfillment would you like to spend more time on?

WHAT'S NEXT?

If you would like to review the results of this assessment with someone who has helped advisors like you realign the choices they make and spend more of their time on what matters most, [click here](#) to send your completed worksheet to us or call (941) 485-8220 to arrange a time to speak with one of our senior team members.