

THE OWNERSHIP MATRIX

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Consider your current schedule and break it up into categories and activities.

Start by filling out the Time Commitment Chart on the following page and listing all the individual activities and responsibilities you do on a regular basis. Below are a few examples of things your Time Commitment Chart may include, along with some prompts and questions to help ensure that you cover everything in your current weekly schedule.

When filling out your own chart, try to be as comprehensive as you can.

Activity	Time Commitment	Frequency	Notes
Morning Commute	30 minutes	Daily (M-F)	
Church	2 hours	Weekly (Sunday)	
Gym	45 min	M, W, F	
Lunch	30 minutes	Every Day	
Household admin	10 minutes	Once a week	
Work	8 hours	Daily (M-F)	
Date night	4 hours	Thursday evenings	
Reading a book	15 minutes	Mon - Fri	Before bed
Family Day	24 hours	Every Sat	
Mow the Lawn	2 hours	Every Saturday	

- What activities do you do in the morning before going to work?
- What activities do you do in the evenings before going to bed?
- Do you have any regular meetings during the week?
- Are you and/or your family involved in any extracurricular activities (sports, etc.)?
- What chores are you responsible for at home?
- What do you do for leisure?
- Are you a part of a book club, men's group, women's group, etc?
- Do you volunteer anywhere?
- Do you have any routines already in place for your health?
- Do you have any routines already in place for your work life?
- Do you have any routines already in place for your inner personal life?
- Do you have a regular time when you connect with your family?
- Do you go to the gym or have another time set aside for exercise?

Focusing on the Most Important (The Ownership Matrix)

Looking at your list of weekly activities and commitments from the previous page, place as many of those activities as you can into the Ownership Matrix below.

I LOVE doing this	
I DISLIKE doing this	
ANYBODY can do this for me	ONLY I can do this for myself

What to do with your Ownership Matrix

Now that you've identified the things you do and don't like to do, and categorized them into the things which are only yours and which could be passed along to someone else... what next?

- ✓ The items you listed along the right-hand side (top-right and bottom-right) are things which you must choose to take personal ownership of and prioritize into your life.
- ✓ What things are in the top-left? It's awesome that these are things which you love, but make sure they're not keeping you from the things the top-right.
- ✓ Lastly, what things are in the bottom-left? These need to go. Delegate them to someone else; get assistance; learn how to automate the process of that work; ask your boss if you can be relieved of those duties, etc. Everything in the bottom-left quadrant should be automated, delegated, or eliminated if possible.