



## SYSTEM #8: TIMING BELT

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### STEP 1: MAKE A LIST

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List all the things you do on a daily/weekly/monthly basis. (Your worksheet from System #7: Alignment can help.)

### STEP 2: DO THE MATH

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Estimate how much time you spend doing each of these things—converting the weekly and monthly activities to hours or minutes/per day. (So, if you spend 90 minutes bowling each week, that works out to 13 minutes per day. If you only bowl once a month, it's 3 minutes per day.)

### STEP 3: ADJUST THE TIMING BELT

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Start adjusting the amount of time or the frequency of your commitments until you get it down to 24 hours a day. Even better, because life always throws curveballs, get it down to 22 hours a day.

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