



LACEY SCHWARTZ  
DELGADO

# Honoring Your Time with Lacey Schwartz Delgado

Try this protocol for thinking about what takes up space in your day and how to adjust for more personal space.

## 1. VISUALIZE YOUR DAY

At the beginning of your day, take out a sheet of paper and jot down every hour of the day. For each hour, write down what you currently have planned for that time. For example:

7:00 am: Make coffee, walk dog, get ready

8:00 am: Morning pages, start work

9:00 am: Morning team meeting

## 2. TRACK AS YOU GO

As you move through the day, take a few moments to jot down how you feel as you move through each hour. What thoughts or experiences arise? For example:

Make sure to also **add** anything extra that you did during your time block, or cross out anything that didn't happen. This will help you identify where you are multi-tasking. For example:

7:00 am: Make coffee, walk dog, get ready (Tired - didn't sleep well)

8:00 am: Morning pages, start work (Getting energized from coffee)

9:00 am: Morning Team Meeting (Hard to focus), etc

10:00 am: Work on recap deck + **extra call with design team**

## 3. TAKE STOCK

At the end of the day, take a look at your list of experiences and the corresponding feelings. Where could you have made more space for yourself? Did you try to multi-task? How did it impact your work?

## 4. PLAN FOR TOMORROW

Based on what you observed about today, how can you shift your flow to better serve you tomorrow? Where can you add less multi-tasking and how can you fit in more time for yourself to breathe?