



# Ready to Reset? Start with This Powerful Time Diagnostic

Begin your transformation journey with a structured diagnosis. This powerful time diagnostic will help you understand where you stand before building any meaningful strategy.



# Why Diagnosis Matters



## Understand

See clearly how you arrived at your current situation.



## Identify

Recognize what's holding you back from reaching your goals.



## Choose

Select your next steps with intention and purpose.

In the IMAGINE method, this falls under Identity and Acceptance — two essential phases to realign before you act.

# Diagnostic Tools

## Personal Sphere

- Time Diagnostic
- Ikigai
- Life Wheel
- Maslow's Pyramid
- Lifeline

## Professional World

- Customer Journey
- SWOT
- Data Audit
- Porter's Five Forces
- BCG Matrix

A good diagnosis must be **deep, comprehensive, and actionable**. Let's start with the Time Audit – a versatile tool for both personal and professional use.



# Time Audit: Getting Started

Importance	Activity	Weekdays	Weekends	Vacations

Step 1: Draw this table with 5 columns to track how you spend your time across different periods. This will form the foundation of your time audit.

# Step 2: Listing Your Activities

List everything you do in column 2. Don't worry about order. Include everything that matters.



## Daily Habits

Regular activities that form your routine.



## Occasional Hobbies

Things you do for enjoyment when time allows.



## Past Passions

Activities you used to enjoy but stopped doing.



## Future Aspirations

Important things that should be in your life.



# Tracking Your Time



## Weekdays

How many hours do you spend on each activity during work days?



## Weekends

How does your time allocation change during weekends?



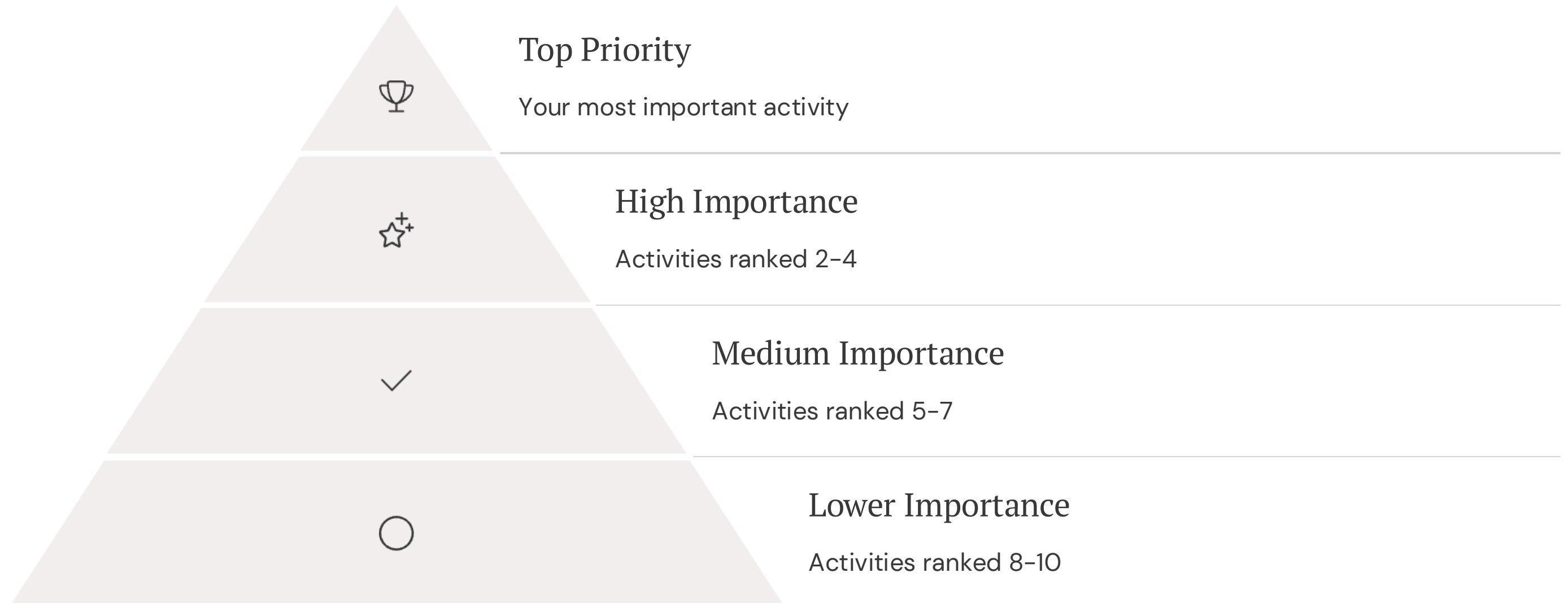
## Vacations

What activities take priority during your time off?

**Step 3:** Fill in columns 3–5 with rough time blocks. Use estimates if needed. Some activities may remain blank.



# Prioritizing What Matters



**Steps 4-6:** Rank your top 10 activities in column 1. Analyze the gap between importance and time spent. Mark activities to increase (+) or reduce (-).



# Taking Action Today

## Step 7

Choose **one activity that truly matters** and take one tiny action. **Only you** hold the **recipe** for your **well-being**. Why not begin **today**?

### Fitness Priority

Go for a walk or hit the gym for even just 15 minutes.

### Social Life Priority

Call a loved one and plan something meaningful together.

### Reading Priority

Grab a book and read for 10 minutes before bed.

### Spiritual Priority

Say a prayer or find a nearby place of worship.

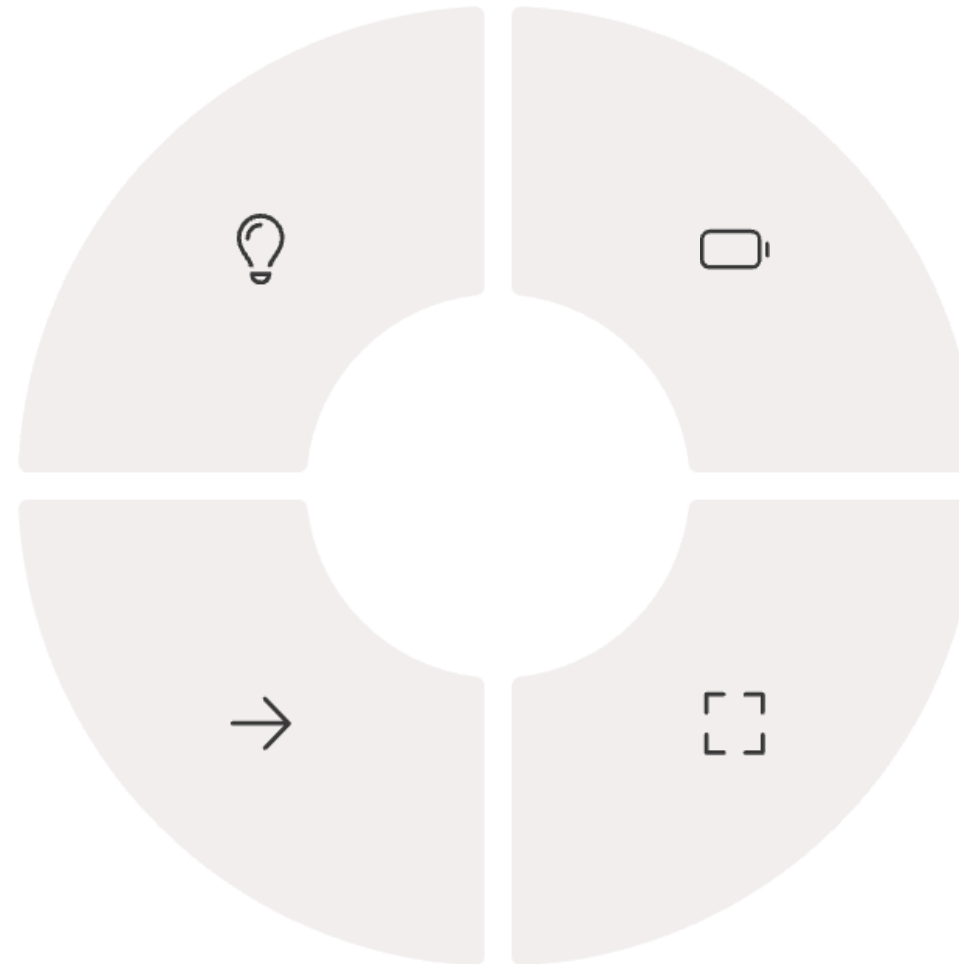
# Your Turning Point

## Discover What Lights You Up

Identify activities that energize you.

## Take First Step

Make one small shift toward what matters.



## Recognize Energy Drains

Spot what's silently depleting your resources.

## Create More Space

Determine what needs more room in your life.

**Give yourself 30 minutes today** to complete your Time Diagnostic. This is how change begins - with clarity and honesty.

💬 Want a **printable version** of the Time Diagnostic to get started? [!\[\]\(ac7494f141109b59d18bf9c3aeb84d93\_img.jpg\) \*\*Download it here\*\*](#)

# Ready to Go Deeper?



## Free Discovery Call

Gain clarity and map out your next steps with personalized guidance.



## Reflect on What Matters

Download the printable version of the Time Diagnostic



## Grow Together

Share with friends, comment on what resonated, join the newsletter for more growth tools.

**IMAGINE** what could change for you tomorrow — if you acted today. Are we growing together? 🌱



**TEGAWENDE**

INTERNATIONAL TRADE & BUSINESS CONSULTING

***Your Sustainable  
Growth Partner***

*Let's reflect on **what truly matters in life**, what gives it meaning,  
and then **set our priorities accordingly.**" – Dalai Lama*