Creating Time

Better Decisions for Greater Productivity

Macro Focus Worksheets

These worksheets were developed by OmniSkills, LLC, and are based on the Creating Time model developed by Paul Reali. To learn more and to download copies of these documents, visit omniskills.com/creatingtime.

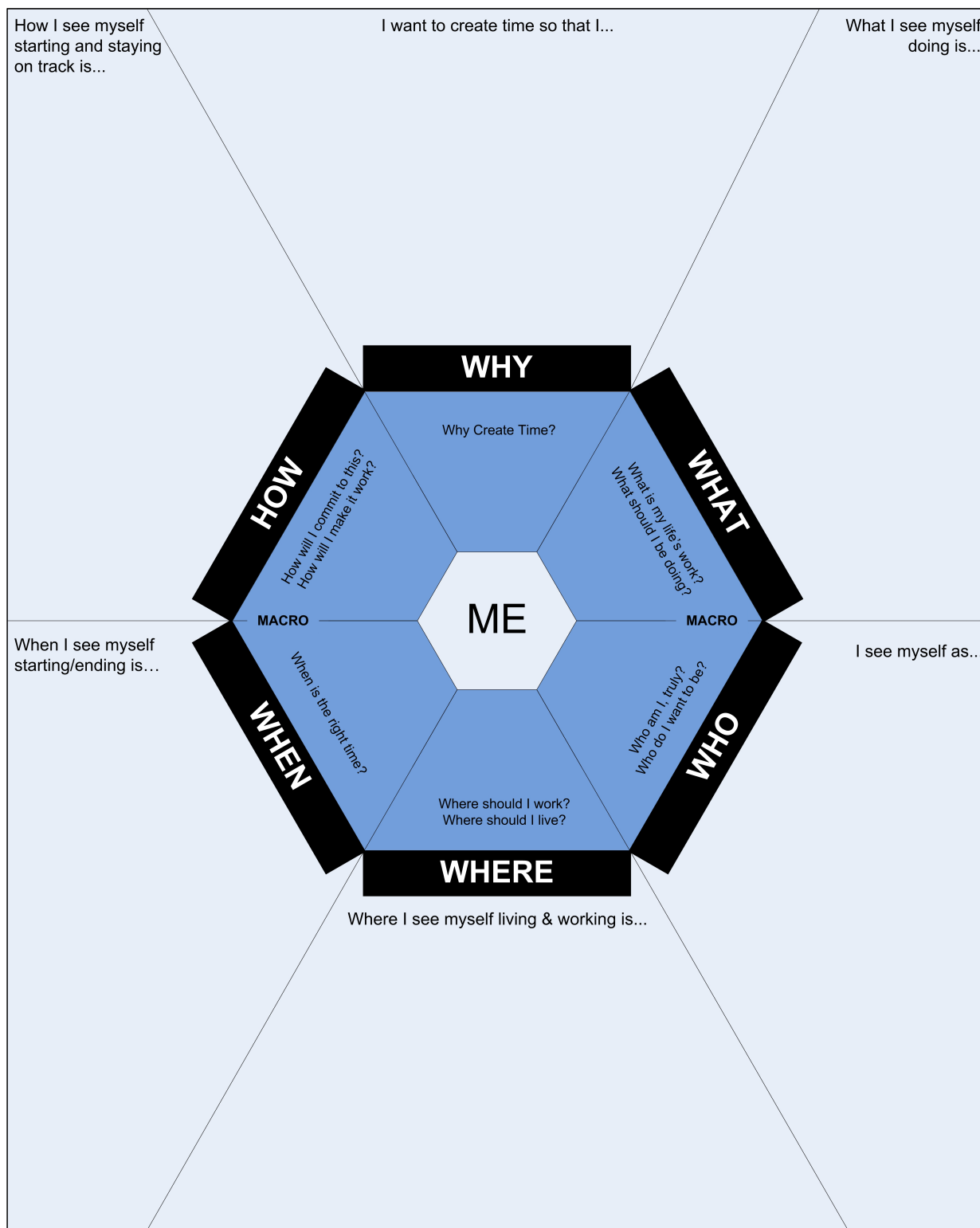| CREATING TIME: MACRO FOCUS WORKSHEETS |
| --- |
| My Macro Focus [WS #1]
 1: Why Create Time [WS #2]
 2: Who am I? [WS #3]
 3: What should I be doing? [WS #4]
 4: Where should I live/work? [WS #5]
 5: When should I begin? End? [WS #6]
 6: How will I do this? [WS #7] |

My Macro Focus

This page is a summary of the Macro Focus process. You can use this page to capture all of your thinking in one place. If you need to explore any of these facets in more detail, use the worksheets that follow, then come back here to enter your answers.

How I see myself starting and staying on track is...

I want to create time so that I...

What I see myself doing is...

WHY

Why Create Time?

HOW

How will I commit to this?
How will I make it work?

WHAT

What is my life's work?
What should I be doing?

MACRO

ME

MACRO

When I see myself starting/ending is…

When is the right time?

I see myself as...

WHEN

Who am I, truly?
Who do I want to be?

WHO

Where should I work?
Where should I live?

WHERE

Where I see myself living & working is...

1: *Why* Create Time?

Macro *Why?* Questions

What's most important to me?

What motivates me?

What replenishes me?

What is pulling at me? What's calling me? What do I dream of?

What's working?

What will I do with the time I create?

Articulate a focus statement: "I want to create time so that I…"

2: *Who* am I?

Macro *Who?* Questions

Who do I want to be?

What is my ideal self?

What is my vision for my future?

Who am I, truly, today?

Am I the person I imagine myself to be?

Can I eventually bridge the gap between who I am and who I want to be?

Articulate a focus statement: "I see myself as…"

3: *What* should I be doing?

Macro *What?* Questions

What do I really want from my life? What should I be doing with my life? What is, or should be, my life's work?

What work should I be doing? What job should I have? What career? What career path? What industry?

What should I be doing with my personal time?

What am I doing that brings me stress and pain and boredom and regret? What uncertainties do I have?

What's pressing on me? What would I like to change?

What brings me joy?

What would I like to accomplish? For what would I like to be remembered?

Articulate a focus statement: "What I see myself doing is…"

4: *Where* should I live/work?

Macro *Where?* Questions

Where should I live? What country, state, city, neighborhood? Or, where would I like to live?

Where should I work? What industry, what company, what department, what team? Or, where would I like to work?

Articulate a focus statement: "Where I see myself living is…"

Articulate a focus statement: "Where I see myself working is…"

5: *When* should I begin? End?

Macro *When?* Questions

When should I begin this transformation?

When would I like the changes to be complete? (This is not always a valid question, because change is often ongoing, rather than a destination.)

When will I do the work necessary to make these changes happen?

Articulate a focus statement: "When I see myself beginning is…"

Articulate a focus statement: "When I see myself being finished is…"

6: *How* will I do this?

Macro *How?* Questions

How will I find the strength to do this?

Who else is involved? Who else does this affect?

Who must be on board?

How will I find the support I need? How will I get buy-in from the people who must support me in this?

Articulate a focus statement: "How I see myself starting is…"

Articulate a focus statement: "How I see myself staying on track is…"