

There are at least two steps toward creating margin in your calendar: eliminating the low value things from your life and overlapping the high value items.

1. What low value activities will you eliminate to create capacity?

2. Which of the remaining high value activities can you overlap/combine?

I could combine _____ with _____

Also I could combine _____ with _____.

If this exercise has not helped you identify enough margin, try to think about it in slightly different ways:

- ▶ Can you carve out a chunk of time each week to dedicate towards exploring your second half calling? If so, when specifically can you schedule that time for? (i.e., Friday afternoons)
- ▶ What is one activity you could CUT that would allow you to ADD one activity that would help you begin to discern your second half calling?

CUT _____

ADD _____

Insight #1 from your Coaching Conversation

Insight #2 from your Coaching Conversation

Actions to take (at the Head level and/or Heart level) as a result of your Coaching Conversation.

a. _____

b. _____

c. _____

d. _____

Don't forget to transfer these actions to the Action Planning section of the Halftime Coaching Companion to keep a running log of the commitments you are motivated to follow through on.

Resource Tip – Read Richard Swensons' book *Margin*