



All The Roles Of You

A Time Assesment Tool





Introduction...

Allah (God) created us complex. As women, we have so many roles that make up the sum of who we are. We are Mother, Daughter, Wife, Sister, Auntie and Friend. And, when we start taking inventory and uncovering all the gifts that were deposited in us at the time of our creation and the skills we've developed over the course of life, we realize that other titles become a part of the list...Teacher, Boss, Author and so much more. The exercises in this tool are designed to help you strive toward giving Allah the best ROI on the complex investment He made in you as a woman, and more specifically, to identify the time you have available to develop as an entrepreneur.

We are Super Women who can do absolutely everything. But when we fail to take inventory to determine what we SHOULD be doing and properly divide our time, we find ourselves with one of the following scenarios as a result; 1) pouring unbalanced amounts of time into some things that actually excel, but at the expense of something equally important suffering, 2) we find ourselves trying to do everything and being 'Jacks of All Trades, Masters of None', or 3) we find ourselves overwhelmed, which leads to confusion and paralyzation...so we do nothing and end up wasting what has been deposited in us.

Taking inventory of all the roles you are required to play each day will help you come up with plans and an effective time budget to maximize where you invest time, attention, ability and effort. Doing this ensures you will handle all your responsibilities responsibly and smash goals in a way that aligns with your purpose. And, anything that aligns with or moves you toward embracing your God-given purpose is never a misappropriation.

This assessment tool will help you gain clarity into all the amazing sides of you and put you face-to-face with where you're on point and where you are lacking in various obligations. It is a first step to help you start setting realistic goals for all of your aims in life. It will help create plans and goals that are in balance and fully inter-supportive of each of your roles. You'll become aware of the areas you've been appropriately investing precious resources (time, effort, etc.) and where you have been wasting them.

It will become apparent that you may engage in activities that shouldn't be on your plate - then you'll be faced with the hard decision of letting go or.... *(Only you can fill in after the OR because only you really know the detriment of an unfulfilled obligation and wasted time will cost **YOU**).*

So if you are ready for a reality check and to make necessary changes, I am glad you are taking this exploratory journey with me. I know you'll come out better equipped to maximize yourself and truly begin living your best life.

If being faced with reality and making hard decisions frightens you, this tool may not be for you and I am truly okay with that. But, if you are ready, take your time with each section and question. Be honest with yourself - after all this only about you, for you.

Let's get started.



Imagine
You!

All The Things I Do In A Day...

First, using the block segments below, list all the things you do in a day.

Include everything you do with regular frequency day-to-day. Think about everything. Don't forget to include activities like showering, dressing and putting on makeup, drive time, etc. The smallest things when put together tke up a pretty good amount of time.

Note: I provided more boxes for family and less for self. That is because usually that is how our time is spent, more on everyone and everything but ourselves. Feel free, however, to rename boxes or use your own paper if you need more space.

For Myself

For Myself

For My Family

For my Family

All The Things I Do In A Day...



Cont...

For Family

For My Friends

For My Business/Job

For My Business/Job



The Perfect Day Exercise...

Next, close your eyes for a few minutes to imagine what it feels and looks like to live a 'superb' day. For this exercise, you are going to write about your perfect day as if journaling. The only key is keep it as close to a 'realistic' day as possible. I mean, who is jetting off to Paris or Africa EVERYDAY?

In the space below (and/or on your own paper if necessary) script your perfect day. What do you do from the time you wake until you return to bed. Who do you see? Where do you go? What activities do you do? Aim to cover about 12 hours of your day.

Now, Just A Few Questions...

1. Do I feel I am fulfilling my greatest potential by maximally utilizing my abilities?
Answer Yes or No and briefly state why.

2. Do I feel, for the most part, that I have been in control of my day?
Answer Yes or No and briefly state why.

3. On a scale of 1-10, 10 being superb, how satisfied am I with the schedule or agenda I had to follow today?

4. If I didn't answer 10 to the question above, what activities in my schedule needed to be to different (either do or not do) to make it a 10?

5. If I listed activities above that could have made my day different, why did or didn't I do them?

Finally, The Roles Of You...

Note: Below is an example from my life, meant only to serve as a guide of reference in completing this assignment.
 On the following page, insert all the roles that make up your life. Likewise, when you begin the assignment on making your time budget, use numbers that are specific to your life and situation.

Role	Negotiable - Y/N	Requires Daily Time - Y/N
Muslimah	N	Y
Wife	N	Y
Homemaker	Y	Y
Entrepreneur	N	N
Artist	Y	N
Student	Y	?
Daughter	N	Y
Friend	Y	N
Volunteer	Y	N



Finally, The Roles Of You...

Next, Following my example, in the column marked 'Role', list the several hats you wear in life. These blocks should be filled with all the immediate roles you fill; Mother, wife, employee/entrepreneur, student, etc. In the next column, mark **Y** for Yes or **N** for No to indicate if these roles are negotiable at this point in your life. I.e., are these things that can't be delayed for later. Finally, in the last column, determine if these items have to be scheduled for fixed times and/or days or, if they are a non-negotiable, it's okay to do them at any time of the day.

Role	Negotiable - Y/N	Requires Daily Time - Y/N



A Pause For Explanation...

I didn't properly introduce myself at the start so I will do that now. I am the Founder of Imagine You! Consulting Group, where I Empower Women and Youth to craft a life of purpose, freedom and financial security using the art of entrepreneurship.

My God-given gift is helping individuals learn how to use entrepreneurship to fully live in their own God-given purpose and self-produce income from activities that are beneficial and meaningful. I do this by helping my target audience identify and develop their inner-entrepreneur and entrepreneurial personality so that they are able to start or grow business activities unique to their gifts, talents and abilities.

The exercise you've completed above serves two main goals. First and foremost it is to help you become aware and accountable for your time. This is essential because it is the only resource we have that once spent, we can never get back. We will answer to ALLAH heavily for what we do with our time while on this life's journey. Also, time is an invaluable tool in assisting us in fulfilling all our other obligations...which in turn is the only way can truly say we are living in 'Purpose'.

Secondly, by identifying the roles you are playing everyday and the time you have to invest in various activities, you can approach entrepreneurship with balance. If you decide to work with me or anyone else to help you start your journey into business ownership or grow your existing business, you can confidently commit the time, resources and effort it will take in an order that compliments your life and lifestyle.

This will be clearer as you complete the next and last exercise.

Speaking of the next exercise...
let's get to it.

Creating Your Time Budget...

Finally, referring back to your responses in the 'Roles Of You' assignment, of the roles you identified as non-negotiable and require daily involvement and relist those below. In the supporting activities column, list some of the things you do in fulfillment of that role. I.e. as Mother you cook, clean, run errands, help with homework, etc. Listing these duties will help you come up with a realistic amount of time to allot that role. Lastly, in the Time Required column, put the number of hours you feel is adequate to accomplish that task. Make sure your numbers total 24. **See my completed chart.**

Role	Supporting Activities (as appropriate)	Time Required

My Time Budget...

Note: Below is an example of my own Time Budget meant only to serve as a guide to help you complete your own on the page above.

It is suggested that you include at least 7 hours in your schedule for sleep and leave yourself at least a two-hour cushion to absorb unexpected situations.

Role	Supporting Activities (as appropriate)	Time Required
Muslimah	5 prayers daily, Quran Memorization & Study	2 hrs (broken up throughout the day)
Wife	At least one quality activity a day with Jalil.	1.5 hrs
Homemaker	Household chores, meals, etc.	1.5 hrs
Entrepreneur	Multiple as needed	4 hours
Self Care	Sleep, daily grooming, exercise	Sleep 7 hours Shower/dress .30 minutes Exercise. 45 minutes
Student	Y	2 hours
Daughter	At least a phone call to my Mother, Father & Mother-in-law	30 minutes (just the daily call - more time when visitng in person.
Friend	Y	Not necessarily a daily time investment required.
Volunteer	Various as needed	1.5 hours



Conclusion...

Now that you have a better handle on how and where to focus your time, if you are someone who has been wanting to start or grow your business, this tool provides great insight into the time you have to invest in the effort.

This can also go a long way in helping you decide what kind of business to approach. For instance if you only have a couple of hours each day to invest, you don't want to waste your effort and resources in something that requires a lot of time and attention...such as some of the MLMs opportunities floating around. Or, you may need to find an alternative route to launching your dream company that you intend to scale large. This is known as your business aspiration and identifying it at the start of a business is crucial...if you want to know more about this, please make sure you are following me on my social media pages.

If you need guidance on next steps, I invite you to connect with me for a free exploratory call. During this 30 min. call we will identify the skills/talents you have and consider possible avenues to pursue in business startup or ways to optimize the business activities you may have already started.

Use this link to schedule your call:

Select the call that is appropriate to your situation.
Startup or Optimization.

Let's get the conversation started!

