Competence Builder 1: My Time Balance Wheel

Objective: Map Time & Energy vs. Priorities

Evaluate your real-world effort across major life domains to determine whether your current routine aligns with what matters most to you.

Quick 20–25 Minute Activity

Requires Toolkit N (Time Balance Wheel worksheet) to complete the self-reflection exercise.

Work or Studies

Gauge time spent on professional duties, employment, academic commitments, and career

Relaxation & Downtime

Look at unstructured quiet time dedicated strictly to mental decompression and stress relief.

Personal Learning & Growth

Review continuous personal development, reading, new skills, or self-improvement practices.

Hobbies & Interests

Account for creative pursuits, sports, entertainment, and personal passions outside work/study.



Family & Relationships

Measure the time and energy devoted to family members and building home life.

Friends & Social Life

Track effort invested in maintaining friendships, social connections, and community engagement.

Physical Health & Fitness

Assess energy spent on exercise, nutrition, medical care, and general body maintenance.

Sleep & Rest

Evaluate the duration and quality of sleep provided to rejuvenate mind and body daily.

Guided Reflection & Action Steps



Question 1: What receives too much attention?

Identify over-prioritized areas consuming an unhealthy proportion of your energy.



Question 2: What receives too little attention?

Pinpoint neglected life domains that require more dedicated focus and care.



Question 3: What small change will restore balance?

Define one realistic, incremental adjustment to shift your time allocation closer to your ideal balance.

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