

Step 1 | Map your roles

Roles	Time (hours/days/full time)	Energy (++/+/=/-/--)

Step 2 | Define your values

H -Holy ground	
O -Organize	
L -Let's get started!	
D -Dear ones around you	
O -Oh!— my body!	
N -Nurturing your soul and sensitivity	
◆ -Wrapping up in a good way and calling it finished	

Step 3:

Formulate your goals

Look at the previous assignment. Which domain is underexposed and needs the most attention? Formulate your goals in all areas of life for a certain period of time (e.g., a year, a quarter, a month). Think SMART (specific, measurable, acceptable, realistic and time-bound).

Tip:
Are your goals quite big, such as 'I want to renovate my house'? Then first look at how long it could reasonably take to achieve this goal (e.g., seven months). Then break this goal down into small, bite-sized pieces: What can you do this month? What can you do this week? What can you do today?

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Step 4:

Create rhythm in all areas of life

Write down for each area of life how you want to pay attention to it daily, weekly, monthly, quarterly and/or annually. You don't have to fill in every box; see what suits you and your goals. It is not binding; you can always adjust it later to changing insights or circumstances.

	H-Holy Ground	O-Organizing	L-Let's get started!		D-Dear ones around you	O-Oh!—my body	N-Nurturing your soul and sensitivity	◆ -Wrapping up in a good way and calling it finished
Dagelijks								
Wekelijks								
Maandelijks								
Kwartaal								
Jaarlijks								

Step 5 | Design your ideal weekly schedule

	H-Holy Ground	O-Organizing	L-Let's get started!		D-Dear ones around you	O-Oh!—my body	N-Nurturing your soul and sensitivity	◆ -Wrapping up in a good way and calling it finished
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Step 6 | Design your ideal daily schedule

H	7.00	
	8.00	
	9.00	
O	10.00	
	11.00	
L	12.00	
	13.00	
D	14.00	
	15.00	
O	16.00	
	17.00	
N	18.00	
	19.00	
.	20.00	
	21.00	
	22.00	