Tempo Worksheet: Part One

Name: _____
The goal: see how much of your week goes to what you have to do, what gives you meaning, and what feeds your creative work. Then find what gets in the way.

Before you start

How overwhelmed do you feel right now, from 1 (calm) to 10 (drowning)? _____
We'll ask again in Part Two.

Step 1: Everything on my plate

List what fills a normal week — work, home, caregiving, errands, art, rest. Then check every box that applies. One item can get more than one check.

- **Have to:** someone or something depends on it
- **Meaningful:** it matters to me, even when it's hard
- **Creative:** it feeds my creative life or process
- **Tempo:** does it need speed (F) or slow focus (S)?
- **If I could:** would I keep it, shrink it, drop it, or hand it off?

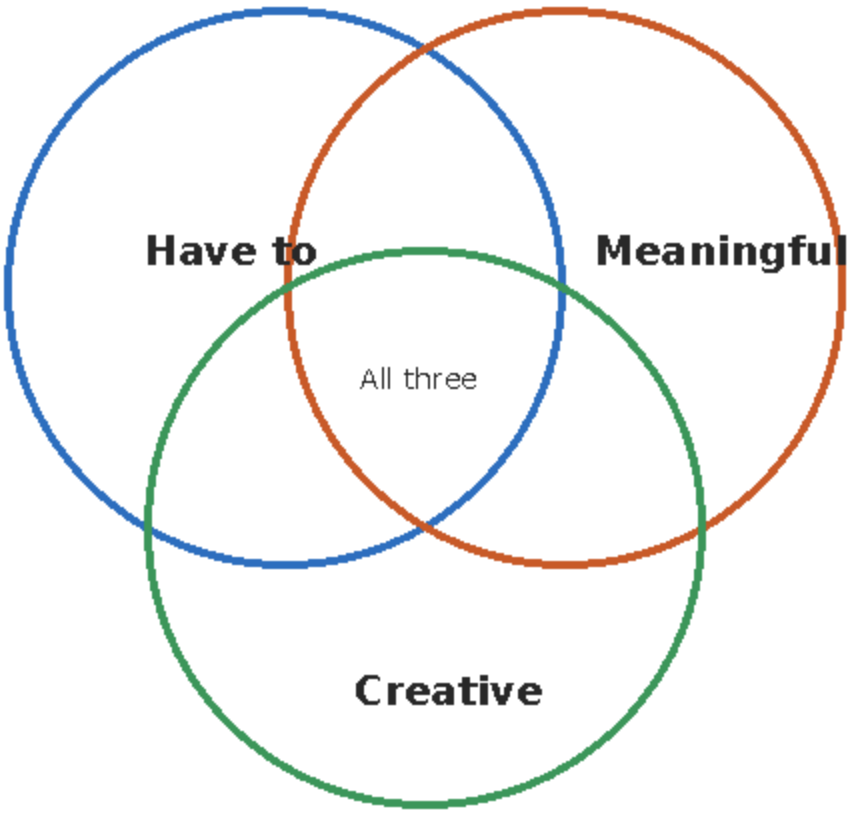
What I do	Have to	Meaningful	Creative	Tempo (F/S)	Hours a week	Keep / Shrink / Drop / Hand off

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Total hours						

Capacity check. A week has 168 hours. Take out about 56 for sleep and you have roughly 112 waking hours. How does your total compare? Is anything missing — meals, driving, rest?

Step 2: Where it overlaps

Write each item from Step 1 in the circle, or overlap, that matches its checks. Add its hours beside it.



Count it up. How many of your hours land in the center? How many sit in Have to alone?

Step 3: The tempo of my day

Think of a typical weekday. Rate your energy in each part of the day: high, medium, or low. Then note what you actually spend that time on.

Time of day	My energy (H/M/L)	What I usually do then	Is this my creative time?
Early morning			
Late morning			
Midday			
Afternoon			
Evening			
Late night			

Look for the mismatch. Is your best energy going to things you only have to do? Is your creative work getting the leftovers?

Step 4: Friction points

What keeps the meaningful and creative work from happening? Be specific. "I'm too busy" is too vague to solve. These are friction points:

- I'm overwhelmed by too many emails.
- I'm too tired by the end of the day to start anything creative.
- My studio table is covered in mail.

Then give each one a type. It tells us which kind of solution to look for in Part Two.

- **Boundaries (B):** saying yes too often, others' needs crowding out mine
- **Systems (S):** email, scheduling, paperwork, no routine
- **Energy (E):** tired, drained, no focus left
- **Space (Sp):** no room to work, clutter, interruptions

What gets in the way	Type (B / S / E / Sp)	When it happens	Is it in my control? (Yes / Partly / No)	Could it be solved?

Circle the one you most want to fix. Leave this sheet with us before you go. We'll use everyone's answers to build the solutions for Part Two.

Try this before Part Two: for one week, jot down what you actually do each hour. Compare it to your guesses in Step 1. Most people are surprised.