Create a weekly schedule.
(if your schedule varies pick an actual week to work with)

- Add in time to bed, time to arise and hours of sleep (also consider if the actual matched your ideal)
- List MUST accomplish activities
- Where is their room for margin each day? Can work load be redistributed?
- Which items can be delegated? What items can you remove or give up?
- Consider what activities give you value vs which drain your energy
- Label activities as essential vs nonessential
- Label activities as like vs dislike
- What changes can you make to have a lifestyle with margin