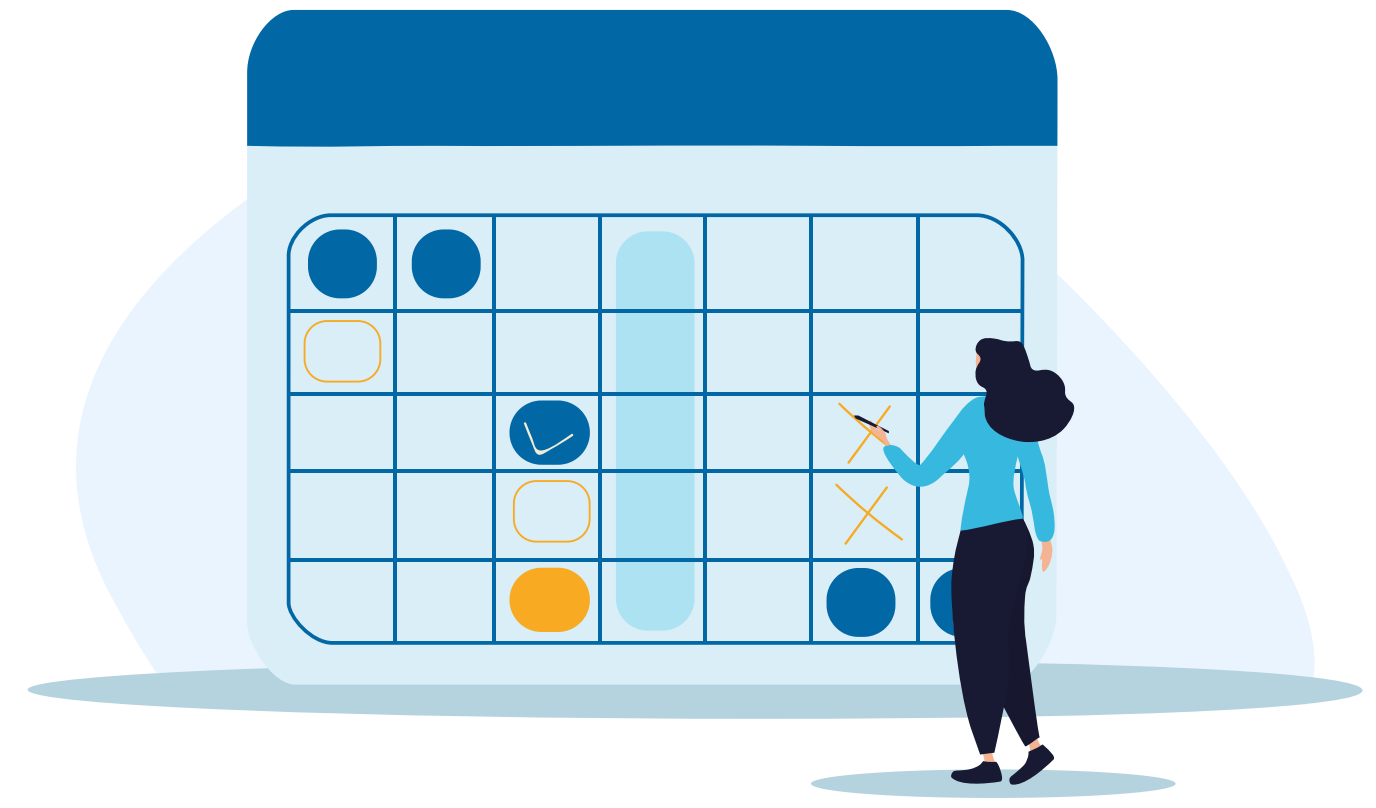


## Exercise sheet

# THE AGENDA TECHNIQUE



Use of a diary will be very useful to us, especially if we grant ourselves as much importance to our personal life as to our obligations. In addition, it helps us not to procrastinate! Indeed, sometimes we put off some jobs because we want to do them perfectly, but in fact you just have to get on with it! Putting it off can make us tired of doing nothing.

Changing habits requires a lot of effort and perseverance.

You have to devote time and energy to it every day.

Do you have the opportunity? Does your schedule allow it?

The table below can help you to assess the ratio of obligations and pleasures in your everyday life.

Obligations, homework, chores ...	Degree of constraint (from 0 to 10)	Pleasures, relaxation, distractions	Pleasure intensity (from 0 to 10)

Photocopy this page and fill out a copy every day for an ordinary week (excluding vacation or unusual activity period like a training course, for example).

If the balance of obligations and pleasures is very unbalanced in favor of constraints:

- List your ordinary obligations, those that come back frequently or regularly, in order of decreasing importance. Are you sure that you could not delete those from the bottom of the list for a few time at least, or entrust them to a nearby?
- Make a list of activities that are pleasant and relaxing to you (eg 20 minutes in a hot bath while listening my favorite songs). Select those that are easily accessible. Program them in your daily and weekly jobs.

## Exercise sheet

### THE AGENDA TECHNIQUE

Hold the survey of 2 more weeks and see if you have managed to make a reality these new resolutions.

The question of the balance between constraints and pleasures is not a detail or a matter complacency with yourself.  
On the contrary, it is of great importance if you want to meet the conditions allowing the difficult change in your habits.

