

Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

How to Use the Time Management Worksheet

****You do not have to do this for a whole week. Try picking a day or two to start and work from there.****

PART A: Fill in the times of the things you need to do

1. Fill in all of your meetings.
2. Fill in the hours you work.
3. Fill in the time it takes to get ready and travel between home and work.
4. Fill in any other regular appointments (church, driving children, weekly grocery store trip).
5. Fill in a lunch and dinner break. Be sure to include the time it takes to make the food.
6. Make a set time to go to sleep and get up in the morning.

PART B: Fill in what you plan to do in your free time

1. Plan time for any goals that you have (exercise, walking, meditating).
2. Schedule time to walk away from your work during the work day.
3. Schedule fun events (watching TV, going out with friends, doing a hobby you enjoy).

PART C: Think about time in a new way

1. Have you found “hidden time” you didn’t know you had?
2. Is there enough time to fit in things for your health and wellness?
3. Were you able to fit everything into your schedule? If not, how can you prioritize the most important items?
4. If your schedule looks reasonable, then stick to it!