

Time Management Worksheet

With our busy schedules are these days, it's no wonder so many people struggle with managing their time wisely. This worksheet is designed to help you get a better grasp on your time.

What I would do if I had more time in my day.

The benefits of effective time management include:

- _____
- _____
- _____
- _____

Obstacles that get in my way of making the best use of my time

Ways I can overcome these obstacles.

Steps I can take to gain control of my schedule

Commitments I cannot change (work, school, family, meals, etc.)

Commitments that have some flexibility (sleep, recreation, etc.)

Tasks I perform best in the mornings (reading, problem solving, phone calls, etc.).

Tasks I perform best in the afternoons (research, computer work, physical activities, etc.).

Tasks that take me longer than necessary to complete (that I can delegate to someone else)
