

# Time Management Worksheet

<b>Time</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
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 an entire week, try picking a day or two to start and work from there! \*\***

### **PART A: Identify Obligated Time**

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, transporting children, etc.)
5. Fill in a Lunch and Dinner Break. Include time for food preparation
6. Establish a set time to go to sleep and get up in the morning

### **PART B: Identify Free Time**

1. Assign time for your goal (exercise, walking, meditation, food prep, etc.)
2. Schedule time to walk away from your work during the work day
3. Schedule fun events-- recreation, watching television, going out with friends.

### **PART C: Analyze Your Situation**

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to fit in your wellness?
3. If your schedule cannot accommodate all the demands on your time, are there things that need to be prioritized?
4. If your schedule looks reasonable, then stick to it!