

time management worksheet

FINDING BALANCE CAN BE REWARDING.



BALANCE TIP Drive and focus are important, but so is rest. Don't forget to build downtime in to your schedule.

MAKING TIME FOR YOUR PRIORITIES MY GOALS (Examples: Make a household budget, Get to work on time, Call a friend, etc.) MAKING TIME FOR YOURSELF Mind Body: Emotional: Social:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TODAY'S	PRIORITIES Transfe	r your goals from th	e list at left to remin	nd yourself what yo	ou wanted to get do	one this week.
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APPOINTME	ENTS / COMMITME	NTS List vour regula	r schedule here. and	be sure to leave tim	ne for the priorites v	ou wrote (above)
8				l		l
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
Evening/Notes	Evening/Notes	Evening/Notes	Evening/Notes	Evening/Notes	Evening/Notes	Evening/Notes
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