

TIME MANAGEMENT WORKSHEET



Being in control of how you spend your time allows you to build your own lifestyle that empowers you to live well one day at a time. This Time Management Worksheet is designed to help you discover what your ideal lifestyle is by helping you envision your perfect workday.

Here are a few carefully created questions to support your imagination in this important process of learning to manage your most precious resource - your time...

What would be the best time for you to get up on your perfect workday?

What will you be doing in your first hour of the day?

What kind of tasks would be accomplished in the morning?

What kind of tasks and activities would you avoid at that point?

Where would your time be invested after lunch?

How would you spend the last hours of your workday?

What would be the most successful accomplishment of that day at work?

What would your evening look like?

What would you do during your personal time?

What would be the last thing you do on your perfect workday?

How would you feel before falling asleep?
