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TIME MANAGEMENT

TABLE A

HOW DO YOU SPEND YOUR TIME?

Think of a typical day (or a week of seven days) and state how many hours and minutes you think you spend on each of the activities listed. Add more areas if you need to. The total MUST add up to 24 hours (or 168 hours for a week).

| | Hours | Minutes |
|---------------------------|-------|---------|
| Sleep | | |
| Morning Personal Needs*** | | |
| Work* | | |
| Leisure** | | |
| Evening Personal Needs*** | | |
| | | |
| | | |
| TOTAL: | | |

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TABLE A A

Now think just about **WORK**. Again, estimate the hours and minutes for each activity. Add more areas if you need to.

| | Hours | Minutes |
|---|-------|---------|
| Travel to work | | |
| Preparing for work | | |
| Tea, coffee and lunch breaks | | |
| Looking for things | | |
| Doing things right the first time | | |
| Doing things poorly | | |
| Correcting things done poorly | | |
| Work related conversations | | |
| Non-work related conversations | | |
| Meetings | | |
| Giving or receiving instructions | | |
| Getting ready to end work | | |
| Travel home | | |
| | | |
| | | |
| TOTAL: (Must be same as * above in Table A) | | |

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TABLE A B

Now think just about **LEISURE**. Again, estimate the hours and minutes for each activity. Add more areas if you need to.

| | Hours | Minutes |
|--|-------|---------|
| Watching television | | |
| Reading | | |
| Hobbies | | |
| Exercise | | |
| Creativity | | |
| Thinking | | |
| Socialising at home | | |
| Socialising out | | |
| Spiritual/faith | | |
| Meditation | | |
| Personal development | | |
| Health Improvement | | |
| Conversation | | |
| Family quality time | | |
| | | |
| | | |
| TOTAL: (Must be same as ** above in Table A) | | |

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TABLE A C

Now think just about **PERSONAL NEEDS**. Again, estimate the hours and minutes for each activity. Add more areas if you need to.

| | Hours | Minutes |
|---|-------|---------|
| Washing/bathing | | |
| Hair/make-up | | |
| Getting dressed/undressed | | |
| Clothing preparation | | |
| Sex | | |
| Food preparing/eating | | |
| Cleaning the house/chores | | |
| | | |
| | | |
| TOTAL: (Must be same as *** above in Table A) | | |

Make up your own table in the same manner for any other areas you added to Table A.

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REFLECTION

- Circle the two items that take the longest time in each of Tables AA, AB, and AC.
- Underline the two items that take the shortest time in each of these tables.

1. Are you happy with the areas you spend the **longest** time on? Why or why not?
2. Are you happy with the areas you spend the **shortest** time on? Why or why not?
3. What needs less attention?
4. What needs more attention?
5. How would you like to spend more time?
6. Where would you like to spend less time?
7. What is most important to you right now?

CONSIDER YOUR PRIORITIES

You cannot do everything at once. Using the answers to the above questions, write the three areas that are the most important to you.

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1st priority:

2nd priority:

3rd priority:

DEFINE YOUR ACTIONS

If you do what you have always done, you will get what you have always got!

To change something, you must take action!

Considering each of your priorities, think of three actions that you could take in the next seven days to improve matters. Then one that you WILL take.

1ST PRIORITY

I COULD:

1.

2.

3.

I WILL _____
(be specific)

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2ND PRIORITY

I COULD:

1.

2.

3.

I WILL _____
(be specific)

3RD PRIORITY

I COULD:

1.

2.

3.

I WILL _____
(be specific)