

Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:00							
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							
10:00							
11:00							
Notes							

How To Use A Time Management Worksheet

PART A: Identify Obligated Time

1. Fill in all of your responsibilities.
2. Fill in the hours you work
3. Fill in the time it takes to get ready and travel between home, school, and work.
4. Fill in any other regular appointments (church, transporting children, small group, etc.)
5. Fill in a breakfast, 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 accomplishing the things that are the most important.
2. Allow adequate time for each priority that you establish as most important.
3. Schedule regular time with God and family.

PART C: Analyze Your Situation

1. Have you found “hidden time” you didn’t know you had?
2. Is there enough time available to accomplish what is most important?
3. If your schedule cannot accommodate all the demands on your time, figure out what is not most important and remove from your schedule.
4. If your schedule looks reasonable, then stick to it!