

### Figure 15.1 Time Management Worksheet

Write down everything you do in hour-long blocks. You may have many tasks in the same hour.

Time	Task	Priority	Use of time
7:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
8:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
9:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
10:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
11:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
12:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
1:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
2:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
3:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
4:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
5:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
6:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor

Figure 15.1 **Time Management Worksheet (continued)**

Write down everything you do in hour-long blocks. You may have many tasks in the same hour.

Time	Task	Priority	Use of time
6:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
7:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
8:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
9:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
10:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
11:00 P.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
12:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
1:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
2:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
3:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
4:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
5:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
6:00 A.M.		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor