Figure 12.1 **Time Management Worksheet**

Write down everything you do in blocks that are each 1 hour long. You may do many tasks in the same hour. For example, from 7:00 to 8:00 in the morning, you may do your stretching exercises, dress, eat breakfast, and commute to work. Decide if the hour's activities are important to you or not and mark that in the priority column. Indicate if you are pleased or disappointed with how you are spending your time for each block in the "Use of time" column.

Time	Task	Priority	Use of Time
7:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
8:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
9:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
10:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
11:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
12:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
1:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
2:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
3:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
4:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
5:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor

Figure 12.1 **Time Management Worksheet (*continued*)**

Time	Task	Priority	Use of Time
6:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
7:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
8:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
9:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
10:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
11:00 P.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
12:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
1:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
2:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
3:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
4:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
5:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor
6:00 A.M.		☐ High ☐ Medium ☐ Low	☐ Good ☐ Poor