

Time Management Activities

Build a list of 3 things that you have not had time to do over the past 2 weeks. Business or Personal (must have one of each).

1.

2.

3.

Time Management Activities

- ▶ How important are these things?
- ▶ Are they important to achieving a goal?
- ▶ What prevented me from getting to these items?
- ▶ Should I continue to keep trying to get to them?
- ▶ What impact is there for not doing them?

Time Management Activities

Use the calendar provided and map out how you spent your time over the past 2 weeks. Use blocks to designate time spent in certain areas.

How I spent my time over the past 2 weeks.

- ▶ Was it time well spent?
- ▶ Was it time spent towards my goals?
- ▶ Too much time in one area?
- ▶ Rate the effectiveness of how you spent the time in the blocks.