

Time Management Worksheet

Instructions

This **Time Management Worksheet** helps you **prioritize tasks, plan your day, and track productivity**. Follow these steps:

What's Included in This Worksheet?

- ✓ **Daily Task List** – Organize tasks with priority markers (High, Medium, Low).
- ✓ **Time Blocking Grid** – Plan your day in 30-minute intervals.
- ✓ **Priority Matrix** – Sort tasks based on urgency and importance.
- ✓ **Activity Log** – Track actual time spent vs. planned activities.
- ✓ **Daily Planner** – Schedule tasks and commitments for the day.
- ✓ **Weekly Planner** – Schedule tasks and commitments for the week.
- ✓ **Goal Tracking Section** – Align daily efforts with weekly and monthly goals.

1. Daily Task List

- List tasks and mark their **priority (High, Medium, Low)**.
- Check ✓ for completed tasks or ✗ for uncompleted ones.
- **Tip:** Focus on high-priority tasks first.

2. Time Blocking Grid

- Plan your day in **30-minute intervals** for better focus.
- Schedule **deep work** during peak productivity and **lighter tasks** when energy is lower.
- **Tip:** Use the **52-minute work / 17-minute break** method for efficiency.

3. Priority Matrix

- **Do Now:** Urgent & important tasks.
- **Schedule:** Important but not urgent tasks.
- **Delegate:** Urgent but low-priority tasks.
- **Eliminate:** Distractions and time-wasters.
- **Tip:** Prioritize what truly moves you toward your goals.

4. Activity Log

- Compare **planned vs. actual** time spent.
- Identify **time-wasting patterns** and adjust.
- **Tip:** If tasks take longer than expected, adjust future time estimates.

5. Goal Setting Section

- Write **weekly & monthly goals** to keep daily tasks aligned.
- Before starting, ask: **"Does this task support my goals?"**
- **Tip:** Small daily improvements create long-term success.

TIME MANAGEMENT WORKSHEET

DAILY TASK LIST

List your tasks for the day and mark their priority:

[illegible]

TIME BLOCKING GRID

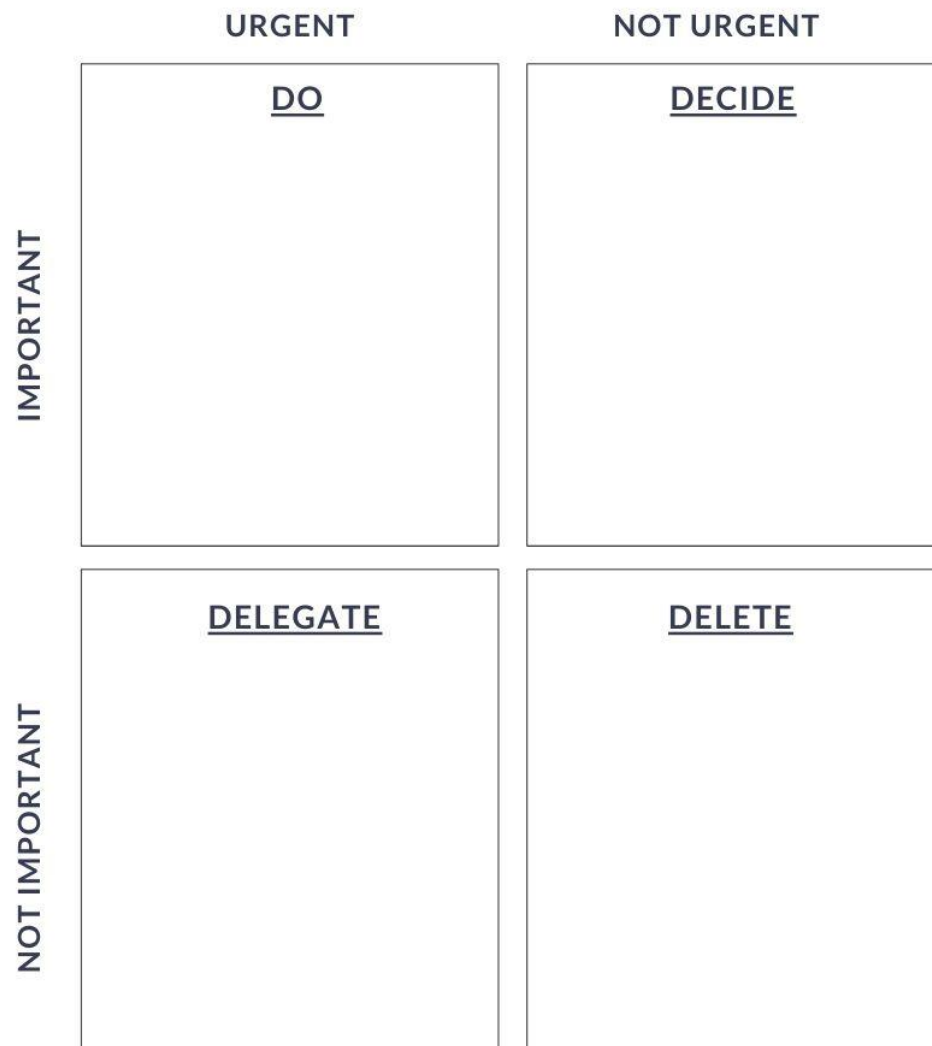
Plan your day in 30-minute intervals:

Time	Planned Activity
6:00 AM	
6:30 AM	
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
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6:00 PM	
6:30 PM	
7:00 PM	
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10:00 PM	

EISENHOWER MATRIX

Sort tasks by urgency and importance:



ACTIVITY LOG

Compare your planned vs. actual time usage:

Time Slot	Planned Activity	Actual Activity

GOAL SETTING SECTION

Align your daily tasks with weekly and monthly goals:

Weekly Goal: _____

Monthly Goal: _____

How today's tasks contribute to my goals:

TIME MANAGEMENT WORKSHEET

DAILY TIME MANAGEMENT PLANNER

Time	Task/Activity	Priority (High/Medium/Low)	Notes
6:00 AM - 7:00 AM			
7:00 AM - 8:00 AM			
8:00 AM - 9:00 AM			
9:00 AM - 10:00 AM			
10:00 AM - 11:00 AM			
11:00 AM - 12:00 PM			
12:00 PM - 1:00 PM			
1:00 PM - 2:00 PM			
2:00 PM - 3:00 PM			
3:00 PM - 4:00 PM			
4:00 PM - 5:00 PM			
5:00 PM - 6:00 PM			
6:00 PM - 7:00 PM			
7:00 PM - 8:00 PM			
8:00 PM - 9:00 PM			
9:00 PM - 10:00 PM			

WEEKLY PLANNER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM - 7:00 AM							
7:00 AM - 8:00 AM							
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 PM							
12:00 PM - 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							
8:00 PM - 9:00 PM							
9:00 PM - 10:00 PM							

GOAL TRACKING

Goal	Deadline	Progress

NOTES & REFLECTIONS

Use this section to reflect on your time management progress, challenges, and areas of improvement.