

Time Management Worksheet

Name: _____ Date: _____ dd / mm / yyyy

Start by filling out the date at the top of your worksheet. This will help you keep track of your plans for the day. For each task/activity, write down the hour or time period for your schedule in the Time section. Adjust these time slots to match your daily routine. Indicate the task/activity and description. Describe the specific tasks or activities you plan to accomplish during each time slot. Be concise and clear about your goals for each hour. Indicate the priority level (low, medium, high) for each task/activity. This helps you focus on what's most important during your day. Use the Notes/To Do List section to jot down any additional tasks, reminders, or notes that may not fit into specific time slots. This serves as a catch-all for tasks that arise throughout the day.

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Time: _____

Task/activity:

Description:

Priority level:

☐ low ☐ medium ☐ high

Notes/to do list - Specify below: