

Time Management Tool

Welcome to Your Time Management Tool!

Time is one of your most valuable resources, and this workbook is here to help you make the most of it. Packed with simple but powerful exercises, it's designed to bring clarity, balance, and focus to your daily life.

Here's what you'll find inside:

- **Goal Setting:** Define what truly matters and set clear, actionable goals.
- **Categorizing and Prioritizing Responsibilities:** Organize your tasks so you can focus on what's most important.
- **Time Auditing:** Track how you're spending your time to uncover patterns and opportunities for improvement.
- **Creating Your Perfect Schedule:** Design a balanced schedule that works for you—blending productivity, creativity, and rest.
- **Notes and Discoveries:** A space to capture your reflections and insights along the way.
- **The Big Three Method:** My signature approach to staying focused by tackling three key tasks each day.

By the end of this workbook, you'll have the tools and strategies to take control of your time and focus on what matters most. Let's dive in and make it happen!



Identify the Goal

You can't plan the route without knowing the destination. Even if your goals feel unclear right now, let's use this time to explore what truly matters to you. A clear vision will lead to a more focused and effective plan.

Define Your Long-Term Goals

- What would a fulfilling life look like for you •
- What have you always wanted to do/become but haven't yet •
- What do you want to accomplish in the next 3-5 years •

Define Your Short-Term Goals

- What steps could you take to improve your life by 1% each day •
- What areas of your life would bring you the most relief if you adjusted them right now
- What do you want to accomplish within the next year •

Hit a Wall? Try asking yourself these reflective questions

- When do I feel most inspired and excited • What is my ideal version of myself •
- What are my main motivators in life • Where can I make improvements in my health, relationships, and sense of purpose • What makes me truly happy

Categorize & Prioritize

Not everything on your plate holds the same weight.

Take a moment to map out your responsibilities, passions, and obligations. By organizing and ranking them, you'll gain clarity on where to focus your time and energy for the biggest impact

Step 1: List your activities -Write down everything you spend time on, including things like work, errands, creative pursuits, and self-care.

Category	Activity			
Work/ Career	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>
	3. <input type="checkbox"/>	4. <input type="checkbox"/>		
Health & Fitness	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>
	3. <input type="checkbox"/>	4. <input type="checkbox"/>		
Adulting <small>(Chores, Errands, Etc)</small>	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>
	3. <input type="checkbox"/>	4. <input type="checkbox"/>		
Creative Passions	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>
	3. <input type="checkbox"/>	4. <input type="checkbox"/>		
Other <small>(Socializing, Self-Care, Etc)</small>	1. <input type="checkbox"/>	2. <input type="checkbox"/>	3. <input type="checkbox"/>	4. <input type="checkbox"/>
	3. <input type="checkbox"/>	4. <input type="checkbox"/>		

Step 2 - Rank your activities: Once you've listed all your tasks, hobbies, and obligations, categorize each one as: "**H**" (high priority), "**L**" (low priority), "**T**" (time sensitive), or "**E**" (for enjoyment).

This will help you see what truly needs your attention, what can wait, and where you can make space for fun and creativity.



Reflection Questions

- Does this move me closer to my goals
- What benefit do I get from this activity
- If I skip this task, what are the consequences
- What would happen if I spent less/more time on this activity
- Am I doing this task because I want to, or because I feel obligated

Audit Your Time

You can't manage your time if you don't know where it's going.

For the next week, use each time slot to record everything you do—no matter how big, small, or unproductive (e.g., chores, work, doom scrolling, etc). We'll use this information on the next page

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am ● 8am	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
8am ● 9am							
9am ● 10am							
10am ● 11am							
11am ● 12pm							
12pm ● 1pm							
1pm ● 2pm							
2pm ● 3pm							
3pm ● 4pm							
4pm ● 5pm							
5pm ● 6pm							
6pm ● 7pm							
7pm ● 8pm							
8pm ● 9pm							
9pm ● 12am							

Audit Your Time

part 2

Take a moment to review how you spent your time last week. Use the prompts below to spot patterns, reflect on what felt good (or not-so-good), and find ways to make your time work better for you.

Identifying Patterns

- Which activities did you spend the most time on? Did they align with your goals:
- Were there any recurring habits or patterns in your schedule:
- What things did you notice that derailed or distracted you:
- How often did you have free time? How did you spend it:

Understanding Motivations and Feelings

- Which activities made you feel productive and accomplished:
- Which activities made you feel happy and fulfilled:
- Which activities made you feel unproductive
- Which activities made you feel drained, frustrated, or unmotivated:

Making Adjustments

- Are there any tasks that can be delegated, streamlined, or deleted:
- If you could reclaim even just one hour each day, how would you spend it:
- What adjustments can you make to put your goals front and center:

Your Ideal Schedule

Now that you've set goals, reflected on your time, and clarified your priorities, it's time to design your ideal schedule! Create a realistic and balanced plan that prioritizes what matters most while leaving room for creativity, rest, and fun.

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1pm ● 2pm							
2pm ● 3pm							
3pm ● 4pm							
4pm ● 5pm							
5pm ● 6pm							
6pm ● 7pm							
7pm ● 8pm							
8pm ● 9pm							
9pm ● 12am							

Weekly Schedule

Use this page to plan your week in a way that feels productive and balanced. Try grouping tasks by theme or using the Big Three Method to identify and prioritize the three most important tasks of the day. Don't forget to schedule time for rest and creativity!

THE BIG THREE

Identify your top three "must-do" tasks for the day and tackle them first. Once they're done, anything else is just a bonus win!

1. _____ **Done**

2. _____

3. _____

What will move the needle today?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Notes and Discoveries

This space is yours—use it to jot down notes, ideas, plans, or anything else that comes to mind as you work through the tool

A large, empty rectangular box with a gold border, intended for taking notes and discoveries. The box is centered on the page and occupies most of the lower half. It has a double-line border, with the inner line being slightly thicker than the outer one. The background of the box is a light, textured beige color, matching the overall page design.

Weekly Schedule

Time Block	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
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