



## How to Use the Time Management Worksheet

### Step 1:

1. Print out your Time Management Worksheet for 14 Days
2. Fill in the start time and end time of **EVERYTHING** you do each day.

For Example:

Monday:

5:30am – 6:00am      Wake up, Coffee, Quiet Time  
6:00am – 7:00am      Wake up kids, ready for school and Breakfast  
7:00am – 7:30am      Drive Kids to School and return home

3. Include the time it takes to get ready and travel time.
4. Include scheduled appointments.
5. Include all Meal Preparation.
6. Include all down time: TV, Social Media, Resting, Exercise.
7. Schedule a set time to go to sleep and get up in the morning.

### Step 2: Analyze Your Time:

1. Take the two weeks of schedules.
2. List the different areas.
3. Add up how much time you spend in each area.

For Example:

Meal Prep  
Work Travel  
Driving Kids To/from School  
Sleep  
Social Media  
Exercise

4. Have you identified any “time eaters” you can get minimize?
5. Have you discovered any new pockets of time you can use?
6. Are there any decisions you may need to make about your use of time?

