Time Management Schedule

This Time Management exercise is rather easy to do. You will need to make up at least two separate schedules. One that you will create by noting how you spend your time now, and one for you to plan out how you would prefer to spend your time. By doing this exercise, you should be able to determine how to put more leisure time with the family and for yourself together with your work schedule.

If you find that there is a big discrepancy between the two schedules, you need to realize that you will have to take 'baby steps' to make your second schedule a reality. Trying to change it all in a week may be too disruptive, and can be even more hectic and frustrating for you to accomplish. Take it all, one step at a time — go slow — and before you know it, you will find a schedule that works for you.

TIME MANAGEMENT SCHEDULE							
Time of Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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