

Time Management Worksheet

Name: _____ **Date:** _____

Instructions

- Start by writing down the date at the top of your worksheet. This will help you keep track of your plans for the day.
- Write down the hour or time period for your schedule in the Time section. Adjust these time slots to match your daily routine.
- Use the Task/Activity and Description columns to 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 in the Priority section. 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.

