

Worksheet # 1 – “My Prime Time”

To identify your times during the day when you are operating with the highest amount of energy, complete the following energy graph.

- 1) Choose a typical day to graph your energy.
- 2) Below each hour of the day, place a dot in the box that best represents your level of energy for that hour.
- 3) Next, draw a line to connect the dots.
- 4) Examine your energy peaks and valleys as represented by the graph. The peaks will be those times during the day when you are likely to be at your best.

Energy Graph

| Energy Level | Morning | | | | | | Afternoon | | | | | Evening | | | | | Night | | | | | | | |
|--------------|---------|---|---|---|---|----|-----------|----|---|---|---|---------|---|---|---|---|-------|----|----|----|---|---|---|---|
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 |
| Very High | | | | | | | | | | | | | | | | | | | | | | | | |
| High | | | | | | | | | | | | | | | | | | | | | | | | |
| Medium | | | | | | | | | | | | | | | | | | | | | | | | |
| Low | | | | | | | | | | | | | | | | | | | | | | | | |
| Very Low | | | | | | | | | | | | | | | | | | | | | | | | |
| Asleep | | | | | | | | | | | | | | | | | | | | | | | | |

My ‘Prime Energy’ times are:

Here are some helpful tips to taking advantage of your times of high-energy:

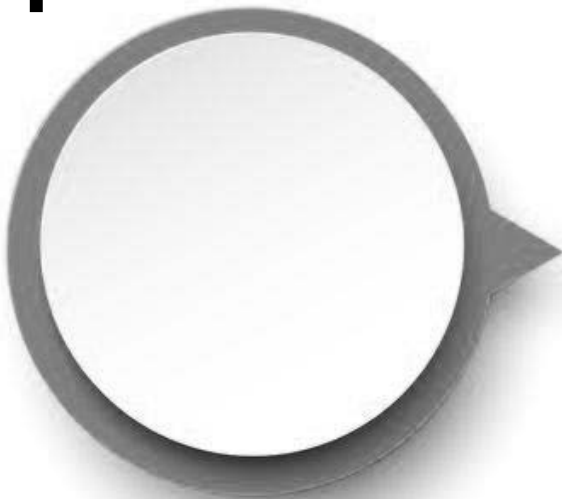
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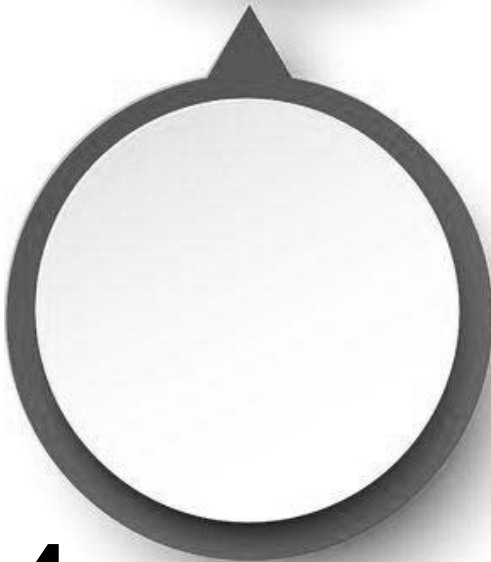
Worksheet # 2 – “The Four Steps to Being an Effective Time Manager”

Capture the four steps to being an effective time manager in these four spaces:

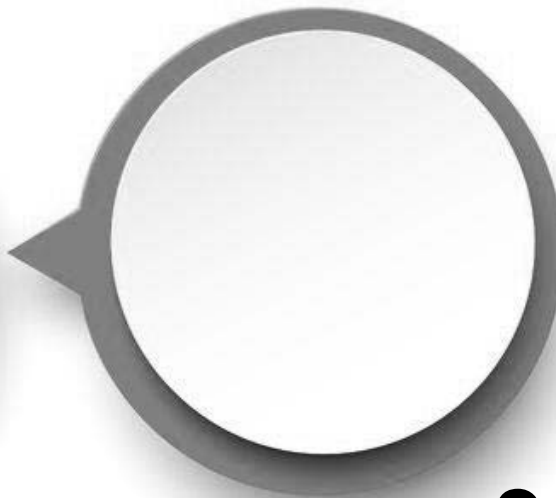
1



2



4



3

Worksheet # 3 – “Master To-Do List”

1. **Create a master to-do list of your tasks.** In the space below, write down every single task, both mundane and critical, that you need to accomplish within the next 24 hours. Don't rank the items at this point, and be sure to include routine tasks as well.



2. **What can be delegated?** Identify those tasks that could be removed from your list if you delegated them to someone else. Scratch them off your list.

Worksheet # 3 – “Master To-Do List” – page 2

3. **Categorize remaining tasks.** Prioritize tasks in order of importance and urgency according to the ABC prioritization system below:

Here are some key definitions you will need when prioritizing:

- *‘Urgent’ tasks* - cause us to react; we stop what we’re currently doing and address these tasks instead.

- *‘Important’ tasks* - lead us towards our overall life goals, which typically require planning, organization and initiative.

- 1) Next to each task that you would consider **both important and urgent** place an A. Some examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today.
- 2) Assign a B next to those tasks you would say are **important, but not urgent**. Some examples are: weekly planning, long-term planning, exercising, family time, hobby, studying, meditating.
- 3) Then place a C next to those tasks you would deem **urgent, but not important**. Some examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help.
- 4) Assign no designation to those tasks you see as **neither important nor urgent**. Some examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees.

Worksheet # 4 – “Time Management Grid

Place the prioritized items from your master to-do list in the appropriate categories below. If more than one task ends up in a category, further rank the tasks in that category.

A: Important and Urgent

Crisis

This zone represents tasks that are important and also need to be done immediately.

Examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today

Tasks:

B: Important, but Not Urgent

Goals and Planning

This zone represents tasks that are important, but do not need to be done right away. *Examples are:*

weekly planning, long-term planning, exercising, family time, hobby, studying, meditating

Tasks:

C: Urgent, but Not Important

Interruptions

This zone represents tasks that have urgency to them, but at the same time are not important. *Examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help*

Tasks:

Not Urgent and Not Important

Distractions

This zone represents tasks which are neither urgent nor important. *Examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees*

Tasks:

Worksheet # 5 – “Time Distractors”

1) Spend the next few minutes identifying all the major time distractors in your life. Some possible distractors are already listed for you below. Remember, time distractors are those things in your life that keep you from reaching your important life goals.

| Electronics | People | Self | Activities |
|--|---|---|---|
| <input type="checkbox"/> Smartphones | <input type="checkbox"/> Talkative friends | <input type="checkbox"/> Random thoughts | <input type="checkbox"/> Paperwork |
| <input type="checkbox"/> Text messaging | <input type="checkbox"/> Needs of family members | <input type="checkbox"/> Thinking about personal problems | <input type="checkbox"/> Watching television |
| <input type="checkbox"/> Phone calls | <input type="checkbox"/> Hanging out with friends | <input type="checkbox"/> Intense emotions | <input type="checkbox"/> Listening to music |
| <input type="checkbox"/> Emails | <input type="checkbox"/> Visitors & guests | <input type="checkbox"/> Boredom | <input type="checkbox"/> Going to movies |
| <input type="checkbox"/> Social networking sites | <input type="checkbox"/> Social chatting | <input type="checkbox"/> Environmental stimuli | <input type="checkbox"/> Reading magazines & newspapers |
| <input type="checkbox"/> Surfing the Internet | <input type="checkbox"/> Coworkers | <input type="checkbox"/> Guilty pleasures | <input type="checkbox"/> Napping |
| <input type="checkbox"/> Video games | <input type="checkbox"/> Neighbors | <input type="checkbox"/> Eating junk food | <input type="checkbox"/> Playing sports |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |


2) Once you have identified your major time distractors, rank the top five that have the biggest impact on you and your time

My Top Five Time Distractors are:

- 1.
- 2.
- 3.
- 4.
- 5.

Worksheet # 5 – “Time Distractors” - continued

- 3) Finally, think of a common time distractor, and brainstorm some ways in which this time distractor could be better managed so that it doesn't stray you away from your important life goals.



**How can I
better manage
this time
distractor?**

Homework – A Typical Week

Rank each of the following items in importance to you with “1” being the most important. Next, estimate the amount of hours you spend each week doing these different activities. Finally, during the coming week, keep track of the number of hours that you actually spend doing these activities. This will allow you to assess the difference between the actual times spent on these activities versus what you thought you were spending. This will allow you to look at what might need adjusting. Remember to be honest with yourself. There is no right or wrong answer here.

| <u>Rank</u> | | <u>Estimated Hours</u> | <u>Actual Hours</u> |
|-------------|-----------------------------|------------------------|---------------------|
| _____ | Reading | _____ | _____ |
| _____ | Sleeping or Naps | _____ | _____ |
| _____ | Eating and/or Meal Prep. | _____ | _____ |
| _____ | Bathroom/Shower/Hygiene | _____ | _____ |
| _____ | Housecleaning | _____ | _____ |
| _____ | Church/Religious Activities | _____ | _____ |
| _____ | Time with Family | _____ | _____ |
| _____ | Exercising | _____ | _____ |
| _____ | Volunteering | _____ | _____ |
| _____ | At Work | _____ | _____ |
| _____ | Clubs or Associations | _____ | _____ |
| _____ | Hobbies/Movies/Fun | _____ | _____ |
| _____ | Time with Friends | _____ | _____ |
| _____ | Shopping/Errands | _____ | _____ |
| _____ | Other _____ | _____ | _____ |
| _____ | Other _____ | _____ | _____ |
| | TOTAL HOURS: | _____ | _____ |