

# Personal Development Worksheet

Live Life Passionately!

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## Time Management

### Organising Your Time & Plan Your Day

It's not possible to *manage* time because time doesn't actually exist. It is possible to organise your daily activities and make better use of the time that's available during the day.

#### **PLAN YOUR TOMORROW AT THE END OF YOUR TODAY.**

- If you are at work – plan your next day before you leave the workplace.
- If you are at home – plan your next day before going to sleep at night.

Take some time at the end of your day to finish up loose ends and focus on the priorities for the next day. Plan what needs to get done without overloading your schedule. If you have really important tasks that **HAVE** to be done - delegate time just for them.

**It's not enough to be busy. The question is: "What are you busy about?"**

Consider these questions when organising your tomorrow:

- What tasks need to be done to move forward in your project/goal?
- What is the best order for them to be done in?
- What tasks need to be done first?
- Which ones would you choose to be done tomorrow? The next day? Next week? Next month? And so on.
- When considering the tasks that need to be done tomorrow: Have you got enough time in the day to accomplish these tasks?
- Are there any tasks that you can delegate to another person?
- Do you need more information about a task before it can be completed?
- Are you more alert and at optimal potential in the morning or the afternoon? (Delegate tasks accordingly).
- What jobs or tasks are you forgetting?

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To help you organise your time write down the tasks, jobs or chores that need to get done, and the approximate time it will take to complete them.

Task, job, chore, activity, etc.	Approximate time needed.
<b>TOTAL TIME NEEDED TO COMPLETE THE DAY'S ACTIVITIES:</b>	

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**How do you feel about your plan?**

**What could you change to improve it?**