

Time Management Worksheet

Name: Louise Lee

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.

Date: January 12, 2023			
Time	Task / Activity	Description	Priority level
8:00am	Workout	Pilates	Medium
9:00am	Brunch	Cook healthy brunch to fuel my day	High
10:00am	Start work	Write my case study for work	High
12:00nn	30-min break	Get a snack and walk a bit to clear my head	Medium
5:00pm	End of day	Stop working and do something more fun	Medium

6:00pm	Cook dinner	Cook a filling but healthy dinner	High
8:00pm	Relax	Spend more time with my dog and read more	High

Notes / To-do-list

Make sure to find time to be more relaxed and do more meaningful hobby
Explore recipes for brunch and dinner