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**Time Management Workbook**

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# **Initial Assessment**

# **Think about the below and complete your answers in the Initial Assessment section of the course.**

**Assessment Questions**

Which of the following statements apply? Please tick all that apply.

1. You lack clarity and focus
2. You work late in the evenings and weekends
3. You miss deadlines
4. You leave things to the last minute
5. You’re always dealing with urgent tasks
6. You say yes to too many people/things
7. You’re juggling multiple tasks/projects
8. You’re easily distracted or interrupted
9. You feel overwhelmed or have too much to do
10. You don’t have a good balance between work and life
11. You underestimate how long tasks take
12. You’re often late for appointments and meetings

**Module 1: What is Time Management?**

**Consider the following:**

What impact do your current time habits have?

What do you want to achieve?

What is your driving reason to improve your time?

What are your current challenges and what do you want to change.

Create a Time Log

Log your time during the day in 15 or 30 minute increments and make a note of how much time is spend on different activities across the course of a couple of days or a week.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TIME** | **ACTIVITY/TASK** | **CATEGORY** | **TIME** | **NOTES** |
| **08:00** | Plan tasks for the day | Planning | 0.5 |  |
| **08:30** | Respond to emails | Email | 1 |  |
| **09:00** |  |  |  |  |
| **09:30** | Attend Team meeting | Meeting |  |  |
|  |  |  |  |  |

# **Module 2: Create Your Goals and Objectives**

**What are your Top 3 Goals?** When are you going to achieve them? (Specific, Measurable, Achievable, Realistic, Time-bound, Accountable)

Goal Date

1.

2.

3.

What will happen if you don’t achieve these?

What impact will this have and who will it affect?

What will stop you or get in your way?

My reward for achieving my goal(s):

What 3 actions will you take to achieve your goals? Complete

1 □

2 □

3 □

# **Module 3: The Importance of Planning**

What does your ideal week look like? Plan it out. (Blank Template)

What 3 actions will you take to improve your planning? Complete

1 □

2 □

3 □

What do you want to make time for?

How will you find that time?

# **Module 4: Organise Your Priorities**

What are your Top 3 priorities? Complete

1 □

2 □

3 □

What 3 actions will you take to improve your prioritisation? Complete

1 □

2 □

3 □

The Time Management Matrix.\*

Use this template to prioritise your tasks

|  |  |  |
| --- | --- | --- |
|  | **Urgent** | **Not Urgent** |
| **I**  **m p o r t a n t** | **(Crisis) I** | **II (Quality)** |
| **N**  **o t**  **I**  **m p o r t a n t** | **(Deception) III** | **IV (Waste)** |

\* Adapted from Stephen Covey’s – The 7 Habits of Highly Effective People.

# **Module 5: Deal with Distractions**

Create a Distraction Log

Make a note of the typical interruptions and distractions during a normal working day.

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Who/What: | (Phone, Email, Person, self) |
| Duration: |  |
| Reason: |  |

What steps can you take to reduce these and take control of your time?

When do you get interrupted most?

When do you get interrupted least?

What 3 actions will you take to reduce your Distractions? Complete

1 □

2 □

3 □

What 3 actions will you take to manage your Boundaries? Complete

1 □

2 □

3 □

# **Module 6: Managing Your Email**

What are your current email habits?

What do you want to change or improve?

What 3 actions will you take to manage your email? Complete

1 □

2 □

3 □

# **Module 7: Dealing with Procrastination**

What do you procrastinate about?

What are the tasks you put off the most?

What 3 actions will you take to reduce your Procrastination? Complete

1 □

2 □

3 □

# Module 8: More Productive Meetings

What are your current meeting challenges?

What 3 actions will you take to manage your Meetings? Complete

1 □

2 □

3 □