



Time Management Worksheet

As an entrepreneur, your schedule can become very busy. Because of this, we must manage our time wisely. This worksheet is designed to help you get a better grasp on your time.

What I would do if I had more time in my day.

The benefits of effective time management include:

Obstacles that get in my way of making the best use of my time:

Ways I can overcome these obstacles.



Steps I can take to gain control of my schedule

Commitments I cannot change (work, school, family, meals, etc.)

Commitments that have some flexibility (sleep, recreation, etc.)

Tasks I perform best in the mornings (studying my Bible, problem solving, phone calls, etc.).

Tasks I perform best in the afternoons (research, computer work, physical work, etc.).

Tasks that take me longer than necessary to complete (that I can delegate to someone else):



DAILY SCHEDULE & PRIORITY LIST

SCHEDULE	TASKS (PRIORITIZED)
5:00a	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	

NOTES:

Large empty rectangular area for taking notes.

