

Time Management Workshop

Objectives:

Upon completion of this workshop you should be better able to:

- Understand how you effectively or ineffectively choose to spend your most valuable resource, time;
- Choose ways to improve your time expenditure and how you manage yourself with respect to time;
- Use a self assessment inventory to identify time management problems;
- Prepare an Action Plan for improving your time management skills, using ideas included in the workshop
- Identify and attempt to eliminate the major “time wasters” that you yourself have control over; and
- Identify and attempt to reduce the “major time wasters” that are generated by others.



QUARTER: _____

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
07:00-08:00							
08:00-09:00							
09:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-01:00							
01:00-02:00							
02:00-03:00							
03:00-04:00							
04:00-05:00							
05:00-06:00							
06:00-07:00							
07:00-08:00							
08:00-09:00							
09:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-01:00							

ESTIMATE OF FREE TIME: _____

TOTAL HOURS: _____

ACTUAL FREE TIME: _____

Time Management/Goal Setting Worksheet

Name: _____

Date: _____

Overall goals for my first year:

Specific objectives for the quarter:

Methods to accomplish objectives:

Resources required to achieve objectives:

Time period:

Quarterly Deadline Schedule

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Finals							

