

Time Management Worksheet

List your Weekly/Daily tasks:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

The Matrix- Segregate your above list in the below matrix:

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

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Your New To-Do list as per the Matrix (List only top 5 items)-

S.NO.	<u>Tasks</u>	<u>By When it needs to be done (Either time or Day of the week)</u>
	Eg: Buy Groceries	Tomorrow i.e. Tuesday
1		
2		
3		
4		
5		

Accomplishments (Tasks you finished within the deadline):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Now pat yourself on the back & reward yourself with your favourite activity 😊