

Time Management & Organizing

What gets in the way of managing my time?

My Procrastinations

My Real Time Decisions

In what ways can I improve my time?

How much time do I give myself to prep & prepare for my week or weekend?

circle one

30mins - 1hour - 1 1/2 hour - 2 or more hours

Time blocking my planner or to-do-list will help me.

Mornings	Afternoons	Nights
6am-11:30am	12pm-4:30pm	6pm-10pm

NOTES: