

EFFECTIVE TIME MANAGEMENT STRATEGIES MASTER

Worksheet

Optimizing Productivity with Time and Space

1. What is your most productive time of day? What are three changes you want to make to your daily routine?

2. Answer these questions to determine the characteristics of your ideal work environment.

- Do you currently get work done in an environment that fosters productivity?
- What is the level of lighting in your ideal work environment?
- What are your surroundings like? Are there people nearby?
- What sounds enable your focus and productivity to prosper?

Focused Task Management

1. How do you multitask? Do you find yourself attempting classic multitasking, task switching, or context switching?

2. List three of your largest distractions and your proposed solutions to avoiding each distraction.

Distraction	Solution
•	•
•	•
•	•

Prioritizing Daily Tasks

1. Make a list of **five items that are currently on your to-do list**. Next, write down the day or time when you would like to have each of these items done. Number each item according to importance.

Pay Attention to Your Time

1. What are three mindfulness activities you want to start practicing during short work breaks?
 -
 -
 -

2. How do you plan to implement new mindfulness habits? What habit will start with you? How will you remind yourself to be mindful?

Setting Up Your Daily System

1. What is one current long-term goal you'd like to reach in the next 6 months to 1 year?

- Write your goal here:

- What do you need to accomplish each month to achieve this goal?

- What is one thing you plan to do each day to create a system that will lead you towards this goal? (For example, if you want to run a marathon, you could plan to train for two hours per day.)

Set a Schedule, Stick to it

1. What are two things about your current daily habits that you would like to change?

-

-

2. Saving time by cutting back on unproductive activities allows time for more hobbies. What is one topic that you are interested in learning more about? How might you work that interest into your daily or weekly life?