

Time Management Worksheet

Please write down everything you do in hour-long blocks. You can have many tasks in the same hour.

Time	Task	Priority	Use of time
7:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
8:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
9:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
10:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
11:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
12:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
1:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
2:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
3:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
4:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
5:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor

Continued on reverse side

Time	Task	Priority	Use of time
6:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
7:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
8:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
9:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
10:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
11:00 PM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
12:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
1:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
2:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
3:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
4:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
5:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor
6:00 AM		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> Good <input type="checkbox"/> Poor