

TIME AWARENESS and TIME MANAGEMENT WORKSHEET

Awareness is the first step toward meaningful change. If you want to improve your time management, understanding how you spend your time will help you identify where to start.

Refer to the time quadrant chart below and answer the questions for each category.

<u>How We Use Our Time</u>	
<u>Important, Not Urgent</u> <ul style="list-style-type: none">• Self-care – dentist, doctors, exercise• Life activities - wash, car maintenance, food shopping, bill paying	<u>Important and Urgent</u> <ul style="list-style-type: none">• Crisis management• Projects with close deadlines
<u>Time Wasters</u> <ul style="list-style-type: none">• Mindless watching of TV• Oversleeping• Hours of playing videogames• Busywork – too much time spent resorting, rearranging, redoing• Worrying	<u>THE ZONE</u> <ul style="list-style-type: none">• Growth• Preparation for Future• Values• Relationships• Preventing problems• New opportunities• Learning• Needed relaxation• Life balance activities

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Category 1 – Important, Not Urgent

1. Are you dedicating enough time for self-care? Why or Why not?
2. Review the list of life activities. Are there any areas that require more of your attention? If so, which ones?

Category 2 – Important and Urgent

1. Are you currently dealing with a crisis or an urgent deadline? If so, what is it? Do you have the necessary resources or support to address the situation? What additional help would make a difference?
2. Would you like to be more proactive to reduce the stress of last-minute deadlines or avoidable crisis? If yes, how?

Category 3 – Time Wasters

1. Which time-wasting activities do you recognize in your daily life? Are there other distractions that consume your valuable time? If so, what are they?
2. Do you tend to engage in these activities when upset, lonely, or bored?
3. Are there “In the Zone” activities you could substitute?

Category 4 – In the Zone

1. Which “In the Zone” activities do you engage in that bring focus and fulfillment?
2. Are there any “In the Zone” activities you’d like to incorporate? If so, which ones?

TAKE ACTION

What is one specific change you will make in how you use your time?

How will that change improve your life?

On a scale from 1 to 10, how committed are you to following through with this change?

What would help you stay on track?