



# MOVING AHEAD: The Challenge

## Time Management Worksheet

### MANAGING YOUR TIME

Based on the information you've gathered and the tips provided, consider the changes you need to make with respect to how you manage your time.

Based on how you spend your week, are the priorities you gave in the self-reflecting worksheet the right ones?

How can you apportion your time each week so that you are balanced and meet your responsibilities?

Do you need to reduce your responsibilities?

What is likely to distract you from your priorities and time management strategies?

How can you anticipate these distractions? What steps can you take to minimize the distractions or head them off? List some possible solutions below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

How will you reward yourself when you have been able to establish and follow a schedule that fits for you and takes you in the direction you want to go?

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