

Make Time for What Matters

TIME MANAGEMENT TIPS

"If you fail to plan, you are planning to fail!" — Benjamin Franklin

Be Wise with Your Time & Enjoy Life:

Prioritizing your tasks should come first, before you can effectively delegate, communicate clearly, enhance productivity and efficiency, enjoy life, and accomplish your goals. You will need to identify which tasks are most important and require your immediate attention. Thus, prioritizing your tasks will help you focus your time and energy to be more efficient and effective overall. See Hourly Activity Tracker.

Most likely you already know you have Time-Wasting Activities that distract you from something as simple as wanting to exercise, learn how to play guitar, getting better grades, or achieving a business goal. By monitoring your time, you can identify activities that are taking up too much of your time and align your schedule with your goals.

One time consuming week can change your life! Start tracking in increments of a minimum of 15 minutes how long certain tasks take for 5 to 7 days to get an average guideline for teens to adults. If you are doing this with younger children for example in the summer, do it for 3 days. It's great to use a timer so they can start to learn time estimation skills.

Common Time-Wasting Activities for All Ages:

- Social media, screen time, or video gaming
- Excessive email checking and responding
- Procrastination, indecision, and multitasking
- Spending too much time on low-priority tasks
- Lack of planning, disorganization, poor management
- Overcommitting and failing to say "No"
- Failure to establish and follow household routines
- Not prioritizing spouse and family time
- Inefficient meal planning and preparation
- Not delegating tasks/responsibilities to family or workers
- Lack of communication leading to duplication of effort or misunderstandings
- Anything that does not contribute to your goals or priorities

Take Action & Get More Done in Less Time:

1. Set clear realistic, achievable goals, be specific about what you want, write it down in detail.
2. Prioritize your tasks determining which tasks are the most important and focus on them first.
3. Create a schedule to stay organized and focused schedule times for each task.
4. Eliminate distractions while you work on your tasks, don't check social media or email notifications.
5. Learn to say no: don't take on more than you can handle.
6. Delegate tasks to others when possible. This will free time to do the tasks that only you can do.
7. Take breaks often: breathing in some YL oil, doing a few jumping jacks, walking to the mailbox and taking deep breaths will help oxygenate your cells and help regain focus and increase productivity.
8. Use tracking and productivity apps to help you stay on track and manage your time more effectively, or fill this tracker out quarterly.

Remember that time management is a skill that takes time and practice to develop. Give yourself GRACE if you fall off track, just jump right back on. Start by implementing 1-3 of these tips and add more as you become more comfortable with managing your time. Be intentional and make a plan!

Hourly Activity Tracker TIME MANAGEMENT TIPS

How to use this sheet:
Whether you're assessing your time for personal, family, or business reasons, monitoring your time is 10 minutes a day. It's a 5-day sheet that you identify time-wasting activities and analyze you to make adjustments to your daily routine as you see fit.

Successful time management allows you to generate your energy so you can make time for what matters to you most. Learning intentional self-management strategies, and truly taking control of your time, prioritizing tasks, delegating and communicating clearly, enhance your productivity and efficiency, enjoy life, and ultimately accomplish your goals.

Notes for Your Time Tracker:

- School
- Work
- Play/Exercise
- Therapy
- Self Care
- Work/Business
- School
- Commute
- Volunteering/Giving
- Social Media
- Phone Call
- Family Time
- Religion
- Hobby/Personal Projects
- Reading for Fun/Work
- Household Chores
- Bathroom Time
- Get Ready
- Prepare for Bed
- Sleep

Time	Activity	Time	Activity
12:00 AM		12:00 PM	
12:15		12:15	
12:30		12:30	
12:45		12:45	
1:00 AM		1:00 PM	
1:15		1:15	
1:30		1:30	
1:45		1:45	
2:00 AM		2:00 PM	
2:15		2:15	
2:30		2:30	
2:45		2:45	
3:00 AM		3:00 PM	
3:15		3:15	
3:30		3:30	
3:45		3:45	
4:00 AM		4:00 PM	
4:15		4:15	
4:30		4:30	
4:45		4:45	
5:00 AM		5:00 PM	
5:15		5:15	
5:30		5:30	
5:45		5:45	
6:00 AM		6:00 PM	
6:15		6:15	
6:30		6:30	
6:45		6:45	
7:00 AM		7:00 PM	
7:15		7:15	
7:30		7:30	
7:45		7:45	
8:00 AM		8:00 PM	
8:15		8:15	
8:30		8:30	
8:45		8:45	
9:00 AM		9:00 PM	
9:15		9:15	
9:30		9:30	
9:45		9:45	
10:00 AM		10:00 PM	
10:15		10:15	
10:30		10:30	
10:45		10:45	
11:00 AM		11:00 PM	
11:15		11:15	
11:30		11:30	
11:45		11:45	

See Hourly Activity Tracker!

Look carefully then how you walk, not as unwise but as wise, making the best use of the time...
Ephesians 5:15-16