



Tammy   
Hawksworth

[www.tammyhawksworth.ca](http://www.tammyhawksworth.ca)

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# MY TIME STORIES



NAME: \_\_\_\_\_ DATE \_\_\_\_\_

Directions: I invite you to take a moment to think about the statements you have heard yourself say about time. '

### Sample Statements to Upgrade:

- ~There just is not enough time in a day
- ~I don't have time for that
- ~That takes too much time
- ~I have no sense of time
- ~Where did the time go?
- ~Time got away from me
- ~I'm always late
- ~I'm never on time
- ~Time waits for no one
- ~Time is not my friend
- ~Hardly time to breathe

### My Stories about Time and Upgrades

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

#4: \_\_\_\_\_

#5: \_\_\_\_\_

#6: \_\_\_\_\_



# HOW MUCH TIME DOES IT REALLY TAKE?

Tammy Hawsworth

Part of knowing where to adjust is knowing where it is required.  
Track how you spend your time today, even time on your phone.

DATE \_\_\_\_\_

5:00am _____	45 _____
15 _____	2:00pm _____
30 _____	15 _____
45 _____	30 _____
6:00am _____	45 _____
15 _____	3:00pm _____
30 _____	15 _____
45 _____	30 _____
7:00am _____	45 _____
15 _____	4:00pm _____
30 _____	15 _____
45 _____	30 _____
8:00am _____	45 _____
15 _____	5:00pm _____
30 _____	15 _____
45 _____	30 _____
9:00am _____	45 _____
15 _____	6:00pm _____
30 _____	15 _____
45 _____	30 _____
10:00am _____	45 _____
15 _____	7:00pm _____
30 _____	15 _____
45 _____	30 _____
11:00am _____	45 _____
15 _____	8:00pm _____
30 _____	15 _____
45 _____	30 _____
12:00pm _____	45 _____
15 _____	9:00pm _____
30 _____	15 _____
45 _____	30 _____
1:00pm _____	45 _____
15 _____	10:00pm _____
30 _____	15 _____



# MORNING/EVENING ROUTINE

Tammy Hawksworth

Having a morning routine can be the fuel that keeps you going all day! An effective routine is one that fills your tank. It can also be the most productive time of the day.

Possible Things to Include :

Meditation, Exercise, Scripture Time, Prayer, Visualization, Affirmations, Journaling, and Gratitude.

AM schedule		<i>Well Oiled Life</i> <small>with Tammy</small>						
From _____	to _____	M	T	W	TH	F	S	S

PM schedule		<i>Well Oiled Life</i> <small>with Tammy</small>						
		M	T	W	TH	F	S	S

# PRIORITIZING

There will always be lots to do and things to choose from. Deciding what is most important to me, and filling time for that in on your time blocking sheet, help me always have time for what matters most and help me see what I can let go of. Take some time to list your priorities and put them in order, by numbering them. Then decide how frequent-Daily(D), Weekly (W), or Monthly (M)

## My *Priorities*

### My Essentials

# /D/W/M

# /D/W/M

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### My Desire To Do's

# /D/W/M

# /D/W/M

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### My Optionals

# /D/W/M

# /D/W/M

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# TO DO'S, TA DA'S AND GRATITUDE

Tammy Hawksworth

Having a TO Do list is awesome, we all have them, but when we miss things on the list it can leave us feeling defeated.

Counter this by adding a TA DA list as well.

This build your sense of success and accomplishment

Be sure to celebrate all you did on your Ta Da List daily!

Gratitude is like a key to success, so be sure to include things here each day!

## TO DO'S(PRIORITIES)

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## TA DA'S

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## I CHOOSE TO CELEBRATE MY SUCCESSES BY...

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## I AM GRATEFUL FOR...

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



# GOAL SETTING AND ACTION STEPS

Tammy  
Hawsworth

Having a Goal is Great, and requires steps to be taken to achievement.  
Here you can choose a Goal to move towards.  
Documenting the steps, is helpful because then you know exactly how to help  
another person achieve the same or similar goal

## MY GOAL IS....


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## MY STEPS ARE ....

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_




AM schedule 


From _____ to _____	M	T	W	TH	F	S	S

AM schedule 


From _____ to _____	M	T	W	TH	F	S	S

PM schedule 


	M	T	W	TH	F	S	S

PM schedule 


	M	T	W	TH	F	S	S

AM schedule 


From _____ to _____	M	T	W	TH	F	S	S

AM schedule 

From _____ to _____	M	T	W	TH	F	S	S

PM schedule 

	M	T	W	TH	F	S	S

PM schedule 

	M	T	W	TH	F	S	S