



Fundamental 4

**TIME MANAGEMENT
AWARENESS EXERCISE**

TIME MANAGEMENT AWARENESS EXERCISE

Complete the following statements directly on this worksheet or feel free to use a journal. Be honest with yourself while reflecting on places in your life where you currently use your time well and other areas where you'd like to be more productive. Use this time management exercise to hold yourself accountable and revisit it every few months to keep yourself on track.



1. The projects I am prioritizing right now are _____.

(e.g., studying, creating a blog, testing recipes, etc.)



2. This week, I accomplished _____, which supports my goal of _____. (e.g., This week, I accomplished *completing all videos and activities for Module 1*, which supports my goal of *completing my IIN program*.)



3. This week, I did not complete _____ because _____. (e.g., This week, I did not complete *a Module 2 video* because *my dinner with a friend ran longer than expected*.)



4. I often interrupt my work to _____.

(e.g., watch television, text a friend, check Facebook, etc.)

A large, empty rectangular box with a light gray background, intended for the user to write their response to question 4.



5. I retain information better when I _____. (e.g., take notes, discuss the material with a friend, review the information multiple times, etc.)

A large, empty rectangular box with a light gray background, intended for the user to write their response to question 5.



6. I keep track of my schedule with _____. It works for me because _____ . (e.g., I keep track of my schedule with *my phone calendar*. It works for me because *I carry it with me everywhere and can easily update it as needed.*)



7. I say no to projects and/or people when _____. (e.g., I have no space left in my calendar, I know I need to make time for myself, their goals or priorities don't line up with mine, etc.)



8. I feel stressed or stretched thin when _____. **I know I am stressed when _____.** (e.g., I feel stressed or stretched thin when I try to cram too much into my calendar and forget to make time to eat. I know I am stressed when *little things make me angry and I want to snap at everyone.*)



9. I feel energized when I _____. (e.g., attend my morning yoga class, meditate in the evening, stretch between long sessions at the computer, etc.)



10. I focus better when I _____. (e.g., have a looming deadline, take a 15-minute break every hour, put my phone on silent, etc.)