

IT'S MY TIME

Utilize this template to help streamline your daily schedule. This worksheet is designed for individuals who are feeling overwhelmed by their daily responsibilities.

TIME IN THE DAY: 24 HRS

TOP DAILY PRIORITIES:

WHAT ACTIVITIES WOULD YOU LIKE TO MAKE A REGULAR PART OF YOUR ROUTINE, BUT OFTEN FEEL LIKE YOU DON'T HAVE THE TIME FOR?

DETAIL THE AVERAGE TIME YOU SPEND ON A "NORMAL" DAY.

SLEEPING	:
TIME GETTING READY	:
EATING & TIME COOKING/PREP	:
ACTIVITIES FOR CHILDREN	:
CHILD CARE	:
WORK	:
SCHOOL	:
HOMEWORK	:
APPOINTMENTS/MEETINGS	:
EXERCISE	:
CHORES	:
OTHER:	:
OTHER:	:
OTHER:	:
OTHER:	:

DID YOUR OBLIGATIONS ADD UP TO MORE OR LESS TIME THAN YOU WERE EXPECTING? HOW CAN YOU MAKE ADJUSTMENTS TO MAXIMIZE YOUR TIME?