# Time Management Planner

This editable document is designed to help managers effectively plan, prioritize, and manage their time to enhance productivity and reduce stress. Use it as a guide to optimize your daily and weekly workflows.

## Weekly Planning & Scheduling

Use this section to map out your week. Consider recurring meetings, key projects, and dedicated focus time.

### Weekly Overview: [Week of: Month Day, Year]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Time Slot** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Notes / Key Deadlines** |
| **8:00 AM** |  |  |  |  |  |  |
| **9:00 AM** |  |  |  |  |  |  |
| **10:00 AM** |  |  |  |  |  |  |
| **11:00 AM** |  |  |  |  |  |  |
| **12:00 PM** |  |  |  |  |  |  |
| **1:00 PM** |  |  |  |  |  |  |
| **2:00 PM** |  |  |  |  |  |  |
| **3:00 PM** |  |  |  |  |  |  |
| **4:00 PM** |  |  |  |  |  |  |
| **5:00 PM** |  |  |  |  |  |  |

## Daily Prioritization (Eisenhower Matrix)

For each day, identify your tasks and categorize them using the Eisenhower Matrix to determine urgency and importance.

### Daily Focus: [Date: Month Day, Year]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quadrant** | **Tasks to Do (Urgent & Important)** | **Tasks to Schedule (Important, Not Urgent)** | **Tasks to Delegate (Urgent, Not Important)** | **Tasks to Eliminate (Not Urgent, Not Important)** |
| **Today's Tasks** |  |  |  |  |
| **Specific Examples** |  |  |  |  |

## Managing Distractions & Multitasking Awareness

Reflect on your common distractions and develop a plan to reduce them.

### My Top 3 Distractions & Solutions:

1. Distraction: [Example: Colleagues stopping by to chat]  
   Solution: [Example: Establish "open door" hours from 3-4 PM; close door outside those hours.]
2. Distraction:   
   Solution:
3. Distraction:   
   Solution:

### Multitasking Awareness:

* Before starting a task, ask yourself: "Can I focus solely on this right now?"
* When in a meeting or conversation, am I fully present, or am I checking my phone/email?
* Am I trying to juggle multiple complex tasks simultaneously, or am I tackling them one at a time?
* Do I notice a decrease in quality or an increase in time spent when I try to multitask?

### My Commitment to Single-Tasking:

[Write down one specific action you will take today/this week to reduce multitasking.]

Example: "For the next hour, I will work on [Specific Project] with all other tabs closed and notifications off."

## Delegation Planner

Use this section to identify tasks you can delegate to empower your team and free up your own time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task to Delegate** | **Why Delegate? (Skill Development, Time Saving, etc.)** | **Who to Delegate To** | **Desired Outcome & Deadline** | **Resources/Authority Needed** | **Check-in Schedule** |
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