

The Time Challenge

Making Every Moment in Life Count

**Worksheets and Homework**

**Worksheet # 1 – “My Prime Time”**

To identify your times during the day when you are operating with the highest amount of energy, complete the following energy graph.

1. Choose a typical day to graph your energy.
2. Below each hour of the day, place a dot in the box that best represents your level of energy for that hour.
3. Next, draw a line to connect the dots.
4. Examine your energy peaks and valleys as represented by the graph. The peaks will be those times during the day when you are likely to be at your best.

**Energy Graph**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Energy Level | Morning | Afternoon | Evening | Night |
| **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** |
| **Very High** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **High** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Medium** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Low** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Very Low** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Asleep** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

My ‘Prime Energy’ times are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Here are some helpful tips to taking advantage of your times of high-energy:

**Worksheet # 2 – “The Four Steps to Being an Effective Time Manager”**

Capture the four steps to being an effective time manager in these four spaces:

**2**

**1**



**4**

**3**

**Worksheet # 3 – “Master To-Do List”**

1. **Create a master to-do list of your tasks.**  In the space below, write down every single task, both mundane and critical, that you need to accomplish within the next 24 hours. Don’t rank the items at this point, and be sure to include routine tasks as well.
2. **What can be delegated?** Identify those tasks that could be removed from your list if you delegated them to someone else. Scratch them off your list.

**Worksheet # 3 – “Master To-Do List” – page 2**

1. **Categorize remaining tasks.** Prioritize tasks in order of importance and urgency according to the ABC prioritization system below:

Here are some key definitions you will need when prioritizing:

* *‘Urgent’ tasks* **-** cause us to react; we stop what we’re currently doing and address these tasks instead.

* *‘Important’ tasks* **-** lead us towards our overall life goals, which typically require planning, organization and initiative.
1. Next to each task that you would consider **both important *and* urgent** place an A. Some examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today.
2. Assign a B next to those tasks you would say are **important, but not urgent**. Some examples are: weekly planning, long-term planning, exercising, family time, hobby, studying, meditating.
3. Then place a C next to those tasks you would deem **urgent, but not important**. Some examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help.
4. Assign no designation to those tasks you see as **neither important nor urgent.** Some examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees.

**Worksheet # 4 – “Time Management Grid**

Place the prioritized items from you master to-do list in the appropriate
categories below. If more than one task ends up in a category, further rank the tasks in that category.

|  |  |
| --- | --- |
| **A: Important and Urgent****Crisis**This zone represents tasks that are important and also need to be done immediately. *Examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today*Tasks: | **B: Important, but Not Urgent****Goals and Planning**This zone represents tasks that are important, but do not need to be done right away. *Examples are:**weekly planning, long-term planning, exercising, family time, hobby, studying, meditating*Tasks: |
| **C: Urgent, but Not Important****Interruptions**This zone represents tasks that have urgency to them, but at the same time are not important. *Examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help*Tasks: | **Not Urgent and Not Important****Distractions**This zone represents tasks which are neither urgent nor important. *Examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees*Tasks: |

**Worksheet # 5 – “Time Distractors”**

1. Spend the next few minutes identifying all the major time distractors in your life. Some possible distractors are already listed for you below. Remember, time distractors are those things in your life that keep you from reaching your important life goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Electronics** | **People** | **Self** | **Activities** |
| [ ]  Smartphones | [ ]  Talkative friends | [ ]  Random thoughts | [ ]  Paperwork |
| [ ]  Text messaging | [ ]  Needs of family members | [ ]  Thinking about personal problems | [ ]  Watching television |
| [ ]  Phone calls | [ ]  Hanging out with friends | [ ]  Intense emotions | [ ]  Listening to music |
| [ ]  Emails | [ ]  Visitors & guests | [ ]  Boredom | [ ]  Going to movies |
| [ ]  Social networking sites | [ ]  Social chatting | [ ]  Environmental stimuli | [ ]  Reading magazines & newspapers  |
| [ ]  Surfing the Internet | [ ]  Coworkers | [ ]  Guilty pleasures | [ ]  Napping |
| [ ]  Video games | [ ]  Neighbors | [ ]  Eating junk food | [ ]  Playing sports |
| [ ]  Other: | [ ]  Other:  | [ ]  Other: | [ ]  Other: |

1. Once you have identified your major time distractors, rank the top five that have the biggest impact on you and your time

My Top Five Time Distractors are:

1.
2.
3.
4.
5.

**Worksheet # 5 – “Time Distractors” - continued**

1. Finally, think of a commons time distractor, and brainstorm some ways in which this time distractor could be better managed so that it doesn’t stray you away from your important life goals.

**How can I better manage this time distractor?**

**Homework – A Typical Week**

Rank each of the following items in importance to you with “1” being the most important. Next, estimate the amount of hours you spend each week doing these different activities. Finally, during the coming week, keep track of the number of hours that you actually spend doing these activities. This will allow you to assess the difference between the actual times spent on these activities versus what you thought you were spending. This will allow you to look at what might need adjusting. Remember to be honest with yourself. There is no right or wrong answer here.

**Rank Estimated Hours Actual Hours**

 Reading

 Sleeping or Naps

 Eating and/or Meal Prep.

 Bathroom/Shower/Hygiene

 Housecleaning

 Church/Religious Activities

 Time with Family

 Exercising

 Volunteering

 At Work

 Clubs or Associations

 Hobbies/Movies/Fun

 Time with Friends

 Shopping/Errands

 Other

 Other

 **TOTAL HOURS:**