

DAY 2
CHAPTER 6
EVALUATION
TIME MANAGEMENT WORKSHEETS

DAILY TIME BREAKDOWN WORKSHEET #1

Compare your Daily Schedule and your Week One Day Evaluation Worksheet from Chapter 1 to your Success Plan and identify how much time was given to your three prioritized goals for each category:

- a) **Assessment** of how much time you are currently devoting to this goal over the last two days
- b) Determine how much time you would **actually need** to accomplish a daily task that contributes to that goal
- c) Calculate the **Overage** or excess time spent on the goal by taking time spent:
Assessment - Need = a positive # **Overage**
- d) Calculate the **Shortage** or lack of time spent on goal by taking time spent:

GOALS & TIME

Health:

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

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DAILY TIME BREAKDOWN WORKSHEET #1 (cont)

Business

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

Relationships

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

DAILY TIME BREAKDOWN WORKSHEET #1 (cont)

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Personal Growth

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

Finances

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

DAILY TIME BREAKDOWN WORKSHEET #1 (cont)

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Spirituality

1. Goal 1

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

2. Goal 2

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage:

3. Goal 3

- a. Assessment:
- b. Need:
- c. Overage:
- d. Shortage: