

**DAY 1**  
**CHAPTER 6**  
**TIME MANAGEMENT ASSESSMENT TOOL**

**WORKSHEET #1**

**BRAIN DUMP:**

- List the non-negotiable that must be done every day for each of the six categories:
- For Example: Sleep, shower, brush teeth, eat three meals a day, drop kids at school, review emails, snapshot receipts, pray, meditate, yoga, etc.

**Personal Life:**

Health:

Business:

Relationships

Personal Growth:

Finances:

Spirituality:

**For Business:**

Health:

Business:

Relationship:

Personal Growth:

Finances:

Spirituality:

**DAILY SCHEDULE TOOL**

**DAY 1**  
**CHAPTER 6**  
**TIME MANAGEMENT ASSESSMENT TOOL**

**WORKSHEET #2**  
**(to be utilized from Chapter 6 and onward)**

This downloadable PDF consists of a daily time breakdown in 15-minute increments. Print 5 copies of this template to use every day this week to track time usage and the importance of time management.

In the first column, list things you have scheduled for the day at the appropriate times.

In the second column, keep track of everything you actually do during the day.

In the third column, assess if it supports any of your goals and, if so, a list of which of the six categories it falls under for business or personal.

[DAILY SCHEDULE WORKSHEET](#)