

TIME MANAGEMENT
JOURNAL

ALL RIGHTS RESERVED. No part of this report may be modified or altered in any form whatsoever, electronic, or mechanical, including photocopying, recording, or by any informational storage or retrieval system without express written, dated and signed permission from the author.

AFFILIATE DISCLAIMER. The short, direct, non-legal version is this: Some of the links in this report may be affiliate links which means that I earn money if you choose to buy from that vendor at some point in the near future. I do not choose which products and services to promote based upon which pay me the most, I choose based upon my decision of which I would recommend to a dear friend. You will never pay more for an item by clicking through my affiliate link, and, in fact, may pay less since I negotiate special offers for my readers that are not available elsewhere.

DISCLAIMER AND/OR LEGAL NOTICES: The information presented herein represents the view of the author as of the date of publication. Because of the rate with which conditions change, the author reserves the right to alter and update his opinion based on the new conditions. The report is for informational purposes only. While every attempt has been made to verify the information provided in this report, neither the author nor his affiliates/partners assume any responsibility for errors, inaccuracies or omissions. Any slights of people or organizations are unintentional. If advice concerning legal or related matters is needed, the services of a fully qualified professional should be sought. This report is not intended for use as a source of legal or accounting advice. You should be aware of any laws which govern business transactions or other business practices in your country and state. Any reference to any person or business whether living or dead is purely coincidental.

Copyright ©

Time Management Journal

Everyone has **1,440 minutes** in a day. It's enough time to accomplish great things... or waste it away on social media, video games, or entertainment.

How will you use your 1,440 minutes?

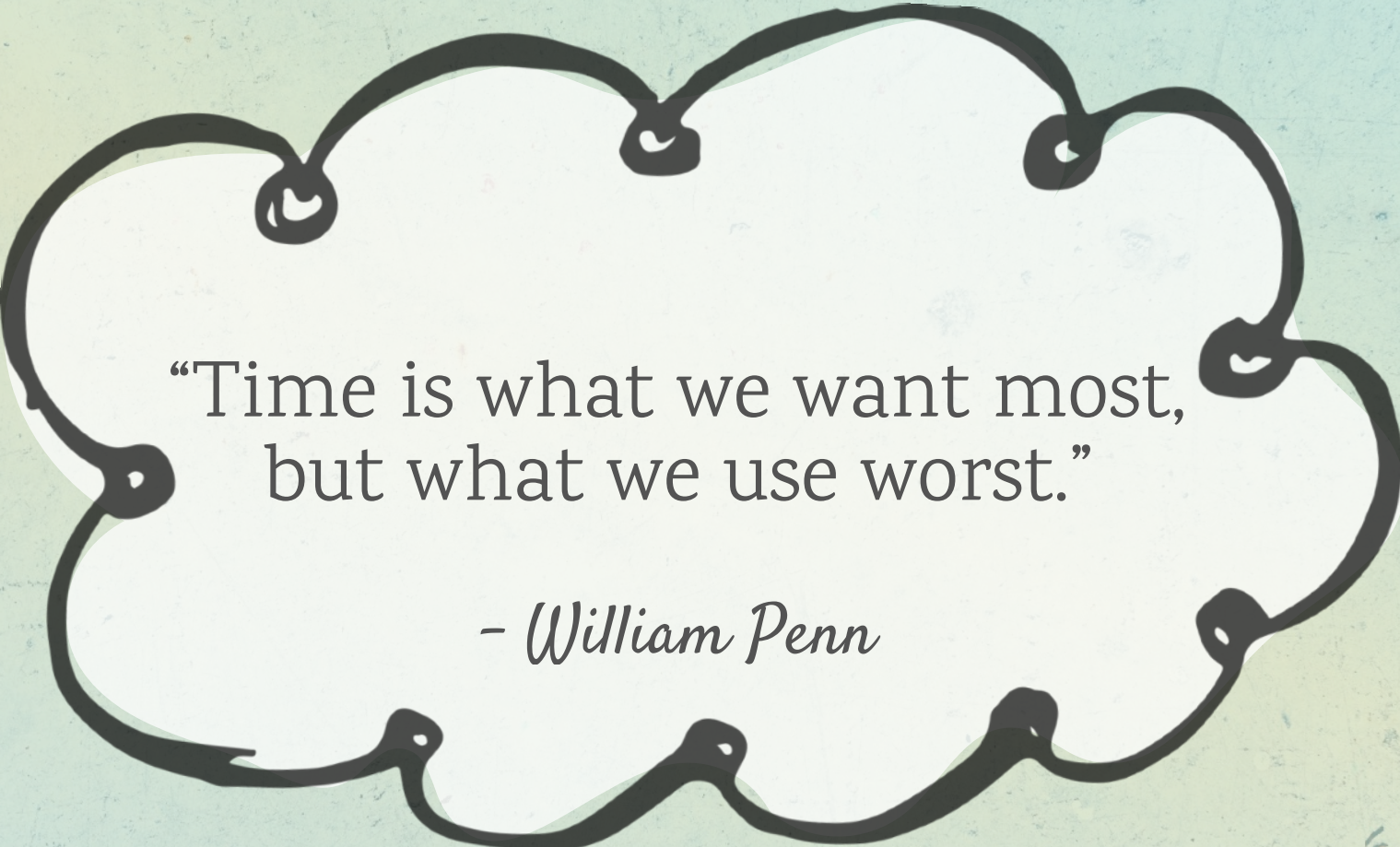
When you manage your time well, you will:

- Get more done at home and work
- Create more leisure time
- Regain greater control over your life
- Experience less stress and more contentment

Making the conscious decision to track your time can be one of the most productive decisions you can make.

As you go through the journal prompts and reflect on your habits, you will uncover trends that will guide you toward little changes in how you manage your time.

For your best results, be honest and complete in your answers. **Let's begin...**



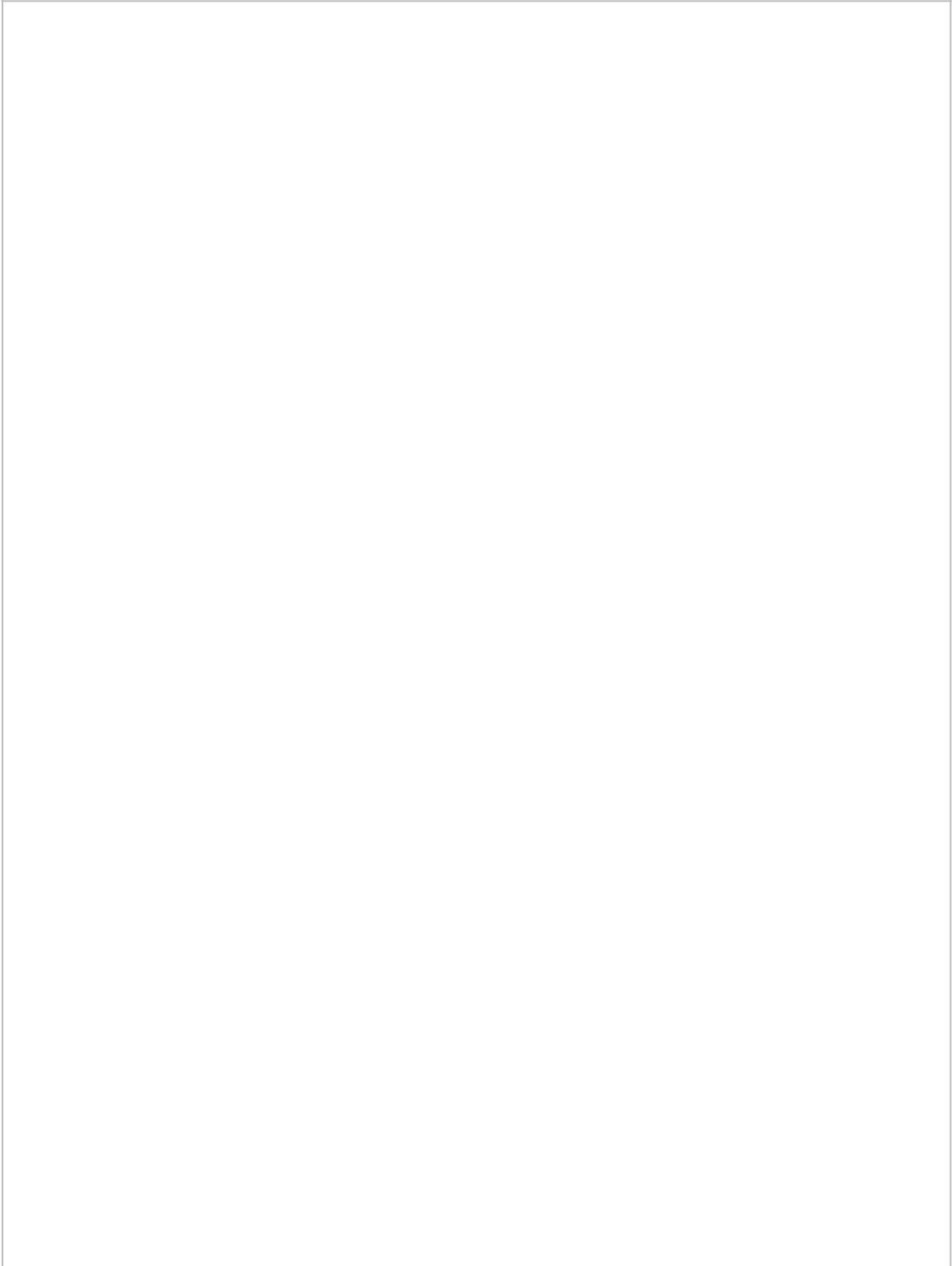
“Time is what we want most,
but what we use worst.”

- *William Penn*

What is your **reason why**? Why do you do what you do?
When you have a concrete reason for your work and vocation, you are more likely to consistently follow through.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

When is your most productive time of day? Why?

A large, empty rectangular box with a thin black border, intended for the user to write their answer to the question above.

**“Don’t say you don’t
have enough time.**

You have exactly the same number of
hours per day that were given to
Helen Keller, Pasteur, Michelangelo,
Mother Teresa, Leonardo da Vinci,
Thomas Jefferson, and Albert Einstein. ”

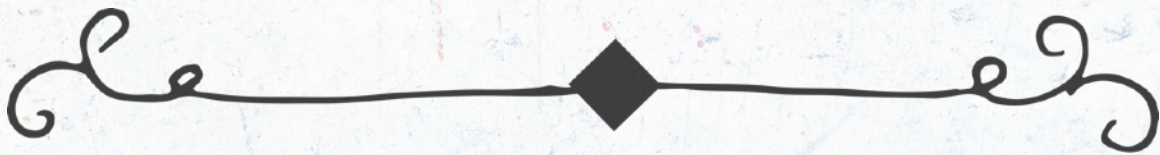
- H. Jackson Brown

What are the typical distractions and interruptions that keep you from managing your time well?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

What is the biggest challenge when it comes to arriving on time? What will you do about it?





“The key is in
not spending time,
but in investing it.”

- Stephen R. Covey



Create your ideal morning routine for the first two hours of your day.

A large, empty rectangular box with a thin black border, intended for the user to write their ideal morning routine for the first two hours of their day.

Create your ideal workday. Specifically, plan when you will do your focused work, administrative tasks, and planning.

A large, empty rectangular box with a thin black border, intended for the user to plan their ideal workday. The box is currently blank.

Create your ideal bedtime routine so you can create a healthy sleep routine, without overstimulating your brain with racing thoughts or media use.

A large, empty rectangular box with a thin black border, intended for the user to write their ideal bedtime routine.

“Don’t be fooled by the calendar. There are only as many days in the year as you make use of.

One man gets only a week’s value out of a year while another man gets a full year’s value out of a week.”

- *Charles Richards*

What specific tasks will you allow others to take over for you?
Delegation sets you free! Allow your colleagues, staff, family, friends,
and children to contribute.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

If you have a daily commute, what can you commit to doing during this typically idle time?

Examples: Simple administrative tasks (email, research, etc.), inspiration or education (listening to audio books, reading, etc).

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. It occupies the majority of the page's vertical space.

What are the three most important things you want to accomplish this month? Why?

A large, empty rectangular box with a thin black border, intended for the user to write their answers to the question above. The box is currently blank.

*“Determine never to be idle.
No person will have occasion to
complain of the want of time
who never loses any.”*

*It is wonderful how much
can be done if we are
always doing.”*

— Thomas Jefferson

What are three habits you can create that will help you to manage your time better? How can you begin implementing these habits?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

Keep track of a typical day and record what you do every 30 minutes.
How can you make better use of your time?

5:00	5:30
6:00	6:30
7:00	7:30
8:00	8:30
9:00	9:30
10:00	10:30
11:00	11:30
NOON	12:30
1:00	1:30
2:00	2:30
3:00	3:30
4:00	4:30
5:00	5:30
6:00	6:30
7:00	7:30
8:00	8:30
9:00	9:30
10:00	10:30
11:00	11:30
MIDNIGHT	12:30
1:00	1:30
2:00	2:30

Make a list of all activities you do in a typical day. Identify the tasks that you **must do** versus those that you can **skip** or **delegate**.

A large, empty rectangular box with a thin black border, intended for the user to write a list of activities and categorize them as 'must do', 'skip', or 'delegate'.

What can you do on the weekend to help you create a productive week?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

“A man who dares to waste one hour of life has not discovered the value of life.”

- *Charles Darwin*

Think back to a time when you were so productive that you felt unstoppable. Why were you so productive? Where were you? What were you doing? What did you eat?

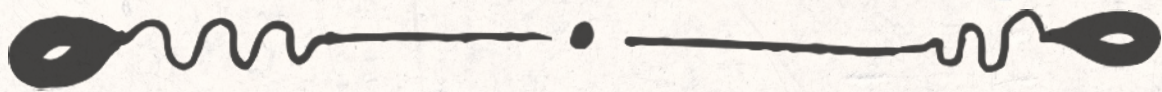
A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above.

Who is the most productive person that you know? Why are they productive? What can you learn from them?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

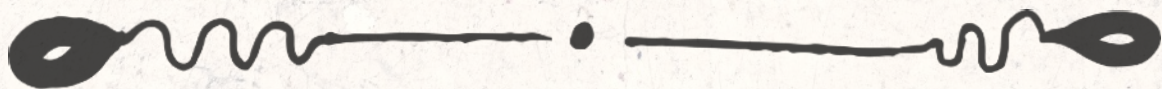
What are your three most important goals for this year?
Why are they important to you? What are you willing to do
on a daily basis to give your goals the priority they deserve?

A large, empty rectangular box with a thin black border, intended for the user to write their answers to the questions above. The box is currently blank.



“One cannot manage too many affairs: like pumpkins in the water, one pops up while you try to hold down the other.”

- *Chinese Proverb*



Make a list of small tasks (5 - 20 minutes) that you can do during downtime. (i.e. while waiting at a doctor's office)

A large, empty rectangular box with a thin black border, intended for the user to write a list of small tasks that can be done during downtime.

How often do you visit social media or check your email when you are supposed to be in focused work? What can you do to break this habit?

Track the number of times you reach for your phone throughout the day. Are you doing this out of habit or boredom?

A large, empty rectangular box with a thin black border, intended for tracking the number of times a person reaches for their phone throughout the day. The box is currently blank.



“Time is the
most valuable
thing a man
can spend.”

- *Theophrastus*

Is your calendar overbooked? Why? What are some activities you can say “no” to?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

Reflect on your day. How did you manage your time?
What could you have done better?

A large, empty rectangular box with a thin black border, intended for the user to write their reflection on their day's time management.

Are you ready for tomorrow? What is one thing you can do tonight to prepare for the day ahead?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

*“Until you value yourself,
you will not value your
time. Until you value
your time, you will not
do anything with it.”*

– M. Scott Peck

What are some unimportant tasks or decisions that you allow to drag you down or waste your time? How will you resolve them?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

What bad habits waste a significant amount of your time on a regular basis? Describe how you can spend that time more productively.

Are there any people in your life that regularly distract or interrupt your day? What can you do to establish healthy boundaries?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

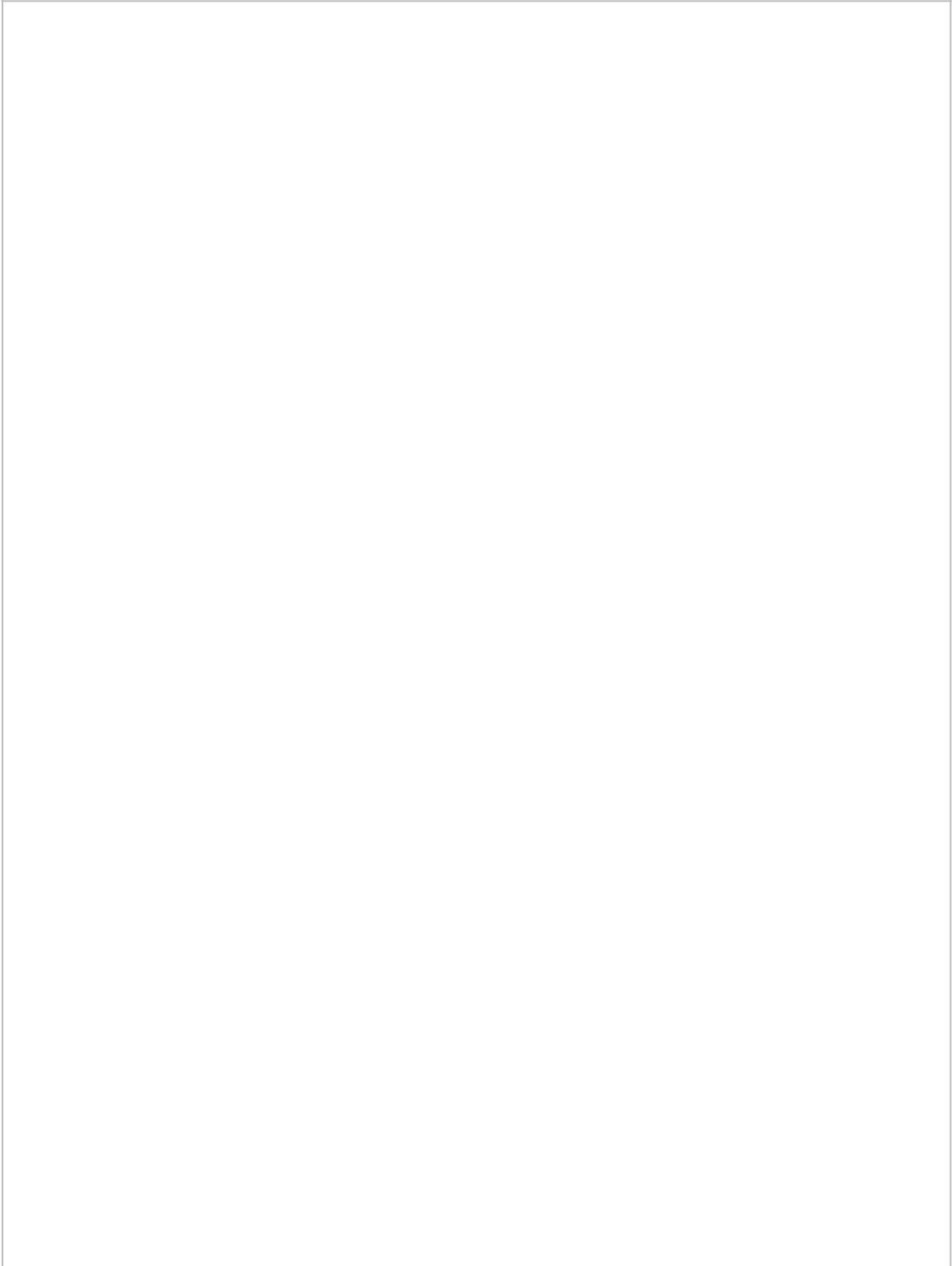
“A wise person does at once,
what a fool does at last.
Both do the same thing;
only at different times.”

- *Baltasar Gracian*

How will you handle your day when the unexpected happens?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

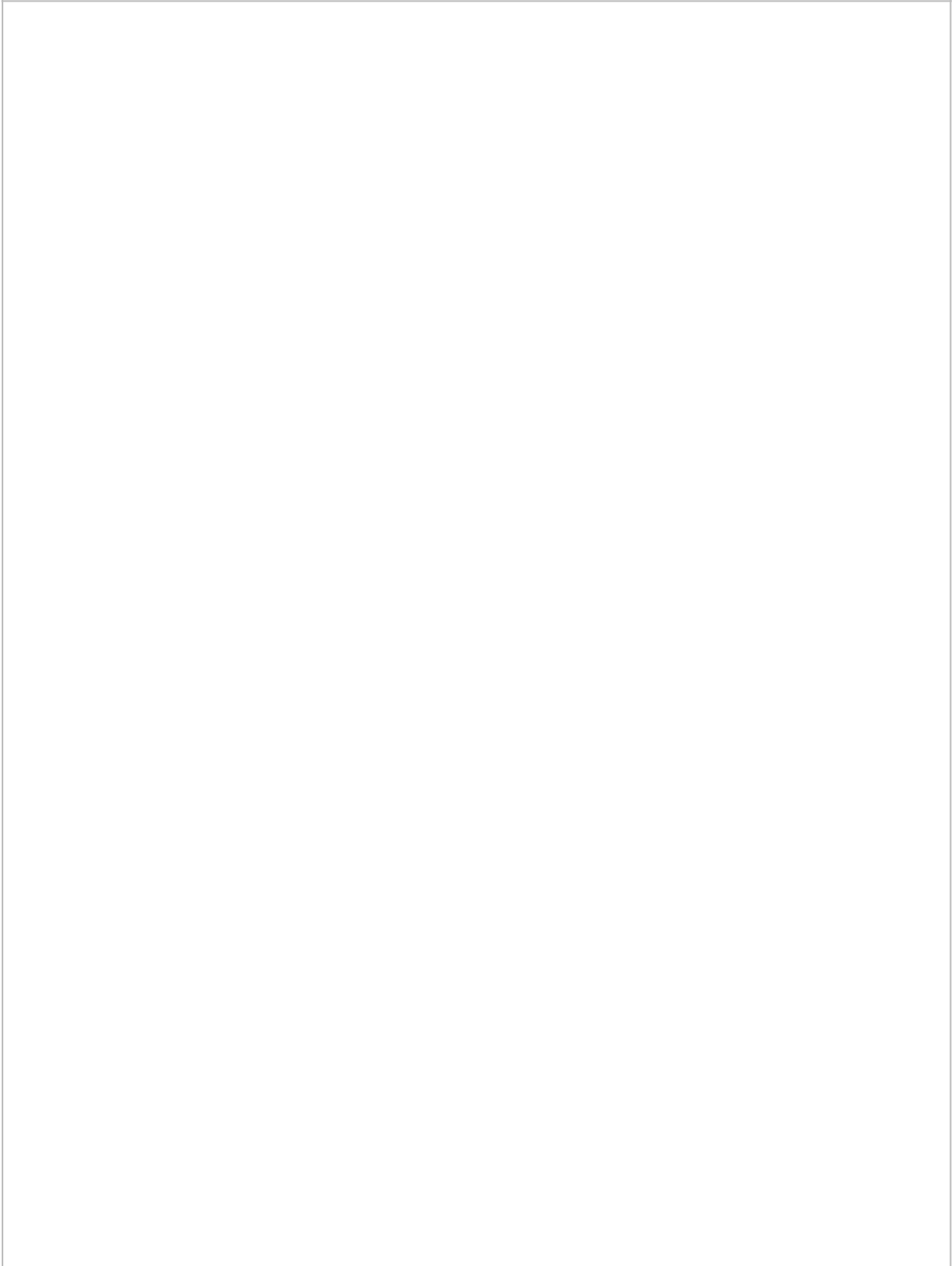
What part of your day must you protect at all costs?

A large, empty rectangular box with a thin black border, intended for the user to write their answer to the question above.

When will you take your breaks today? What do you look forward to doing during your break?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.

What are you doing to take care of yourself today?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

