

Date:

Name:

TIME MANAGEMENT - Exercises

1- How much time (in hours) do you have? (You can choose how long you will live)

2.1- What do you want (or what are your goals)?

For tomorrow:

For the coming month:

For the coming year:

For the next 5 years:

2.2- Are your goals SMART?

2.3- Make your TODOs list corresponding to the above goals

10 things to do every day (A) 1- 2- 3- 4- 5- 6- 7- 8- 9- 10- 5 things to do in the next 5 years (D) 1- 2- 3-	7 things to do in the coming month (B) 1- 2- 3- 4- 5- 6- 7- 7- things to do in the coming year (C) 1- 2- 3- 4- 5- 6- 7-
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4-	
5-	

2.4- Group your TODOs using Eisenhower matrix

	Urgent	Not urgent
Important	I: MANAGE – DO NOW Quadrant of Necessity	II: FOCUS – PLAN NEXT Quadrant of Quality and Personal Leadership
Not important	III: MINIMIZE - DELEGATE Quadrant of Deception	IV: ELIMINATE Quadrant of Waste

2.5- Prioritize your TODOs

I:

II:

III:

2.6- Allocate available time to each TODO and finalize the plan (i.e. milestones with start / end / buffer time)

3- Run with your time

4- Adjust your plan (and goals if needed) every month

What will you do if you will die tomorrow?

TIME MANAGEMENT

Do you know that your time is precious, limited, and manageable?