

My Time

Below are 24 squares for you to fill with an ideal weekday. Include sleep, grooming, meals, work, chores, driving, sports, schools/community organizations, TV/screen time, family time, friends time, hobbies, etc.

Midnight	1am	2am	3am	4am
5am	6am	7am	8am	9am
10am	11am	FREE	Noon	1pm
2pm	3pm	4pm	5pm	6pm
7pm	8pm	9pm	10pm	11pm

Color those boxes that involve family in yellow.

Color those boxes that involve paid work in green.

Color those boxes that involve rest in blue.

Color those boxes that involve others giving away your time in orange.

Ask yourself:

Are you satisfied with how you use your time? What could you do differently? How often do your good intentions get side-tracked by others (or even yourself)? Could you delegate more?

Adapted from Essential Living Skills Time Management Skills – K-State Research and Extension. S-134F February 2016.