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# Reflect on Your Time Management

- What commitments do you have?

_____	_____	_____
_____	_____	_____
_____	_____	_____

- How would you categorize your tasks by priority?

Must Do

Should Do

Want to Do

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- What does your upcoming week look like?

Monday

Tuesday

Wednesday

Thursday

Friday

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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● What challenges do you come across when it comes to your time management?

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● What are some underlying reasons to your time management struggles?

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● What has helped you manage your time in the past?

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● What are some steps you would like to take in order to improve your time management moving forward?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

● What motivates you to improve your time management?

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● On a scale of 1 – 10, how do you feel about your plan?

1      2      3      4      5      6      7      8      9      10

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