

Time Management Worksheet

(Living in the Gray)

We all want 40 hours in a day but 24 hours (or 48, ½ hour blocks) is all you get. Taking the time to take care of yourself will help you get more days out of life!

1. Non-negotiable (black)

Use a black marker to outline the times in each day for activities that are non-negotiable. These are the activities that usually dictate our daily routines.

- a. **WORK** is the prime example – be sure to include your *commute time* to and from work
- b. **SLEEP** needs to be included – *at least 8 hours or 16 blocks*
- c. The black blocks usually have a pattern
 - i. For example, there is a pattern Mon-Fri and different one on Sat and Sun
 - ii. There may be one pattern for a few work days and another (although more irregular) pattern for the few ‘off’ days per week
 - iii. There may be different patterns from one week to the next for those working swing shift

2. High priority (red)

Use a red pen to outline times for commitments with little to no flexibility. These activities are usually at a time set by someone besides you.

Examples:

- a. Child or parent caregiving responsibilities
- b. Doctors’ appointments

3. Flexible (gray)

Use a pencil (or something erasable) to sketch in your other commitments and priorities. These will include things that you are told to do, volunteer to do, and want to do. They may occur daily, weekly, monthly or even less regularly.

Examples:

- a. Support group meetings
- b. Meetings, clubs, volunteering
- c. Chores, bathing and personal grooming
- d. Hobbies, fun and leisure activities •

4. High health priorities (yellow)

Writing in these 4 activities helps you make the commitment to get them in (that is the point of this worksheet, after all). It may involve erasing and rewriting some of the gray in your day, but find a way to fit them in. Highlight them in yellow to be sure they stand out!

- a. **Eating** at structured meal times (your eating events!) – *at least 4 blocks per day that are at least 20 min long*
 - i. Breakfast should be within 2 hours of waking
 - ii. Don’t go more than 4 hours (8 blocks) from the end of one eating event to the start of another

b. **Exercise** – *AT LEAST 7 blocks per week*, although more is better

c. **Meal planning** – *at least 2 blocks per week*, although some people need more

i. It can be all at once or spread out

ii. Decide what you will eat, look up recipes, make a grocery list or even review nutrition information for restaurants, etc. online

d. **Grocery Shopping** – *at least 1 block per week*, although some people need more (online grocery shopping saves times if you have a tight schedule! Just make sure you exercise that day to get your steps in!)

5. Dot your day with a *

*Use a pen to put * in your day where you will take your vitamins*

a. 1-2 multi's per day

b. Sublingual B12

C. 2 calcium pills, 2-3times per day