

Time Management Tool*

In order to manage your time effectively, you must have a system or a process for prioritizing your action items. The grid below can help you determine the level of priority and time sensitivity of each of your action items.

Note: This exercise assumes that you’ve already identified your goals.

Prioritize Your Time			
Action Items	Goal Oriented? Y/N	High	
			Track it
1. _____		Block 2	Block 3
2. _____			
3. _____			
4. _____			
5. _____			
6. _____		Remove it!	Delegate/Hire Help
7. _____		Block 1	Block 4
8. _____			
9. _____			
10. _____			
		Low	High
		Time Sensitivity	

The Goal Attainment Workbook – Time Management Exercise

*Adapted from Steven R. Covey’s Time Management Matrix.

Block 1 (Low Priority/Low Time Sensitivity): All items in this block should either be ignored or discarded.

