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About this Time Management Worksheet

This worksheet is designed to help you manage your time so you can spend more time resting, producing more valuable work, and prevent you from being overwhelmed. The worksheet is broken down into eleven sections to help you identify where you should be spending your time.

If Everything is Important, Then Nothing is Important

"The impediment to action advance action. What stands in the way becomes the way." - Marcus Aurelius

If we don't have our goals written down, then we won't know where to focus our energy. SMART goals are great for giving us direction how we should be spending our time for the day. A SMART goal is an acronym for

S- Specific

M- Measurable

A - Attainable

R - Relevant

T - Time-Specific

An example of a poor SMART Goal

I'm going to work out and eat better

An example of a great SMART Goal

I'm going to go running for 20 minutes on Monday, Wednesday, Friday, and Saturday at 7am for one month. And I am going to follow the slow carb diet 6 days a week with one cheat day on Saturdays for one month.

What is Your SMART goal for your health?

Disclaimer: This worksheet is for general self-awareness only. If you have a serious need, please contact a mental health professional.

What is Your SMART goal for your career?

What is your SMART goal for your personal life?

What is the one thing you have to do today to make everything else in your life easier?

What is the small domino you can push over that will topple a larger domino?

"The distance between your dreams and reality is called action"

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66 Day Chain Habit Challenge

In order to stay on top of writing jokes, Jerry Seinfeld use the Chain Habit Challenge to keep him accountable.

The habit I'm going to adopt over the next 66 days:

Don't Break The Chain!!!									
Day 1: []	Day 2: []	Day 3: []	Day 4: []	Day 5: []	Day 6: []	Day 7: []	Day 8: []	Day 9: []	Day 10: []
Day 11: []	Day 12: []	Day 13: []	Day 14: []	Day 15: []	Day 16: []	Day 17: []	Day 18: []	Day 19: []	Day 20: []
Day 21: []	Day 22: []	Day 23: []	Day 24: []	Day 25: []	Day 26: []	Day 27: []	Day 28: []	Day 29: []	Day 30: []
Day 31: []	Day 32: []	Day 33: []	Day 34: []	Day 35: []	Day 36: []	Day 37: []	Day 38: []	Day 39: []	Day 40: []
Day 41: []	Day 42: []	Day 43: []	Day 44: []	Day 45: []	Day 46: []	Day 47: []	Day 48: []	Day 49: []	Day 50: []
Day 51: []	Day 52: []	Day 53: []	Day 54: []	Day 55: []	Day 56: []	Day 57: []	Day 58: []	Day 59: []	Day 60: []
Day 61: []	Day 62: []	Day 63: []	Day 64: []	Day 65: []	Day 66: []				

"How you do anything is how you do everything"

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Stephen Covey's Time Management Matrix

	Urgent	Not Urgent
Important	I (MANAGE) <ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities 	II (FOCUS) <ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) <ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many "pressing" matters • Many popular activities 	IV (AVOID) <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows
	Quadrant of Deception	Quadrant of Waste

What are three things I need to starting saying NO!!! to?

1)	
2)	
3)	

What are three things I need to starting saying YES!!! to?

1)	
2)	
3)	

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	Urgent	Not Urgent
Important		
Not Important		

"He is most powerful has power over himself" - Seneca

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Tasks That I Do

We do lots of tasks. Some of those tasks we should delete out of lives, tasks we should delegate to someone else because it still needs to be done, tasks that defer and do it at another time, and tasks that we should continue to do.

Tasks That I Do

Do	Delete
Defer	Delegate

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"Time is what we want most, but what we spend worst." - William Penn

Yesterday, Today, Tomorrow Report (YTT)

Doing a YTT report can prevent things from slipping through the cracks because you have time to think about what you have to do.

Yesterday
Today
Tomorrow

"Man is affected not by events by the view he takes on them." - Epictetus

Time Blocking

- Only time block one to two days in advance.
 - This will create flexibility for your week.
- If it isn't put on the calendar, then it doesn't happen.
- Use different colors for calendar events.
- Things will come up and this will help you get back to your schedule.
- Use your Yesterday, Today, and Tomorrow list to update your calendar and schedule your day.

Mon 8/28	Tue 8/29	Wed 8/30	Thu 8/31	Fri 9/1
6:30 – 8:30 Gym, eat breakfast, and read spanish article VIDA Fitness	6:30 – 8:30 Gym, eat breakfast, and read spanish article VIDA Fitness	6:30 – 8:30 Gym, eat breakfast, and read spanish article VIDA Fitness	6:30 – 8:30 Gym, eat breakfast, and read spanish article VIDA Fitness	6:30 – 8:30 Gym, eat breakfast, and read spanish article VIDA Fitness
8:30 - Travel to work	8:30 - Travel to work	8:30 - Travel to work	8:30 - Travel to work	8:30 - Travel to work
9 – 10:30 Writing	9 – 10 Weekly Meeting	9 – 10:30 Writing	9 – 10 Staff Meeting	9 – 10 Writing
10:30 - Break	10 – 12p Training	10:30 - Break		10 – 12p Professional Development
11 – 12p Meeting				
12p - Lunch	12p - Lunch	12p - Lunch	12p - Lunch	12p - Lunch
12:30p – 2:30p Admin Work	12:30p – 2:30p Admin Time			1p – 2p Admin Work
2:30p – 3:30p Phone Calls	2:30p – 3:30p Phone Calls	2:30p – 3:30p Meeting	2:30p – 3:30p Phone Calls	
3:30p - Break	3:30p - Break	3:30p - Break	3:30p - Break	3:30p - Break
4p – 5p E-mails and To-Do Lists	4p – 5p E-mails and To-Do Lists	4p – 5p E-mails and To-Do Lists	4p – 5p E-mails and To-Do Lists	4p – 5p E-mails and To-Do Lists
5p - Travel Home	5p - Travel Home	5p - Travel Home	5p - Travel Home	5p - Travel Home
5:30p – 6:30p Work on Business	5:30p – 6:30p Work on Business	5:30p – 6:30p Work on Business	5:30p – 6:30p Work on Business	5:30p – 6:30p Work on Business
6:30p – 9p Personal Time	6:30p – 9p Personal Time	6:30p – 9p Personal Time	6:30p – 9p Personal Time	6:30p – 9p Personal Time

"A Goal without a plan is just a wish." - Antoine de Saint-Exupéry

Books to Read

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These books have helped me create this worksheet and course

- ***Four Hour Work Week: Escape the 9-5, Live Anywhere and Join the New Rich*** by Timothy Ferriss
- ***The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results*** by Gary Keller with Jay Papasan
- ***Getting Things Done: The Art of Stress-Free Productivity*** by David Allen
- ***Extreme Productivity: Boost Your Results, Reduce Your Hours*** by Robert C. Pozen
- ***On The Shortness of Life*** by Seneca
- ***Deep Work: Rules for Focused Success in a Distracted World*** by Cal Newport
- ***The Subtle Art of Not Giving a F*ck: A Counterintuitive approach to Living A Good Life*** by Mark Manson
- ***Smarter Faster Better: The Transformative Power of Real Productivity*** by Charles Duhigg
- ***Choose Yourself: Be Happy, Make Millions, Live the Dream*** by James Altucher
- ***The Power of No: Because One Little Word Can Bring Health, Abundance and Happiness*** by James Altucher, Cladua Azula Altucher
- ***Switch: How to Change Things When Change Is Hard*** by Chip Heath, Dan Heath
- ***The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*** by Stephen R. Covey

"Live as if you were going to die tomorrow. Learn as if you were to live forever" – Mahatma Gandhi

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