Time Management - What's working?
Fill this out as best as you can!

Name: **Date:**

Even when I am busy, I find time to:

_____

_____

I never delay about:

_____

_____

I am able to tackle difficult:

_____

_____

It is easy for me to say no to:

_____

_____

Meeting deadlines is easiest for me when:

_____

_____

I am happiest working when:

_____

_____

Time Management - What's NOT working?

I never have time for:

_____

_____

I spend too much time on:

_____

_____

One thing I wish I could do every day is:

_____

_____

I put off doing things whenever I have to:

_____

_____

I am usually late for:

_____

_____

I have a hard time finishing:

_____

_____

CT SECONDARY TRANSITION
YOUTH ADVISORY BOARD

CPAC
Connecticut Parent Advocacy Center

Time Management - What do you prefer?

Circle whatever feels true for you

A busy schedule	**VS**	A slower schedule
Having a plan in place and a routine	**VS**	Having suprises and changing things up
Doing one thing at a time	**VS**	Multitasking
Working alone	**VS**	Working with others
Working in silence	**VS**	Working with music

What time of day is best for you?

Mornings are the best time for me to

_____

Mornings are the worst time for me to:

_____

Afternoons are the best time for me to:

_____

Afternoons are the worst time for me to:

_____

Evenings are the best time for me to:

_____

Evenings are the worst time for me to:

_____

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Time Management - Boosting your energy

What can you do to boost your energy when you are dragging?

Listen to music   Call a friend   Go for a walk

Have water, tea or coffee   Read   Take a nap

Write down more of what would work for you!

_____

_____

_____

Other things to consider

Be mindful of your phone and any other electronic devices or notifications that might distract you. Turn off any alarms or notifications if you find them distracting.

Figure out if you prefer a phone calendar or a paper planner. Some people like writing everything down, and also having alarms set for important meetings or appointments on their phone.

You may also consider a separate master to do list. Break it down by category and add it to your daily or weekly calendar.

We can't always fit everything we would like to do in our calendar - that is where a master list comes in. Jot down everything by category and break them down into action steps. This is really helpful for things that require multiple steps.

Here is an example of how it works.

Work Category

- **Schedule meeting with group members**
  - *Send out email with a few dates and times*
  - *Double check everyone responded timely*
  - *Create and confirm agenda for meeting*
  - *Email agenda ahead of time and offer to answer questions or allow for feedback*
  - *Create and check link for meeting then send it out*
  - *After the meeting, type up notes and send to group*

You can see above that just the main task "schedule meeting with group members" may not be enough to stay on track. When you break a task down, it becomes easier to manage and get things done! The one task became 6 smaller tasks which can make you more efficient.

Main task

_____

_____

_____

Break it down into smaller action steps!

Main task

_____

_____

_____

Break it down into smaller action steps!