

Name: _____ Date: _____

MONDAY HOUR ONE

TIME MANAGEMENT

List out all of the things the fuel you up or fill your cup.

How many of these things currently are in your calendar and why?

What are some times you can put these activities in your calendar?

What are some major projects you want and need to get done? (Focus Blocks)

What are my best times where I am extremely energized? (Insert Focus time here)

If I accomplish these major tasks what are some of the benefits?

Can I move some of my day to day stuff so I can fit more of these 2 things? Focus time & Self Care. If so how and why am I refusing to do it?

BE BETTER