

Chapter 3 ***Building Health Skills***

Managing Your Time (pp. 68–69)

Good time-management skills can reduce stress and help you be more productive. Use this worksheet to make a plan that will help you manage your time.

1. Track how you spend your time.

In the chart, track how much time you spend on different tasks during a typical day.

Time	Tasks

2. Make a daily “To Do” list.

Break large tasks into smaller tasks that you can accomplish in one day.

To Do List	

Managing Your Time (continued)

3. Prioritize your tasks.

Rate the importance of each task according to this scale: **A** = very important, **B** = somewhat important, **C** = not very important.

4. Plan your day.

Use this chart to plan your day, using the information you gathered in the previous three steps.

Time	Task	Priority

5. Monitor your progress.

Use this checklist to monitor your progress.

Does listing your daily tasks help you get more done?	Yes	No
Does prioritizing your tasks help you decide what to do first? Do you perform "A" priority tasks first?	Yes	No
Do you refer to your list of daily tasks often?	Yes	No
Do you feel less stress and have more time to relax?	Yes	No