

Time Management Worksheet

Self-Coaching Form

On a scale of 1-10, how good am I at managing my time?



Very Weak

Very Strong

The 2-3 time management challenges I have include:

- 1.
- 2.
- 3.

The 2-3 things I can do to better manage my time include:

- 1.
- 2.
- 3.

What is the first step I plan to take to make these changes happen?
What is a goal I can set?

On a scale of 1-10, how committed am I to making changes and meeting my goals?



Not Very Committed

Very Committed

Adapted from: LASSO Center, Oklahoma State University.
https://universitycollege.okstate.edu/lasso/resources/lasso_asc_program_resources.html

Weekly Schedule
For the Week of: _____



	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
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