

Time Management Theory

(from Seven Habits of Highly Effective People – S. Covey)

Begin with the end in mind

Who do you want to be in your life? What roles do you want to play?

What do you want to have achieved?

First things first

Time matrix

	Urgent	Not Urgent
Important	1 Crises Deadline driven projects	2 Planning
Not Important	3 Interruptions Some meetings	4 Trivia Time wasters

Covey, S (1995)

Time Management Worksheet – for busy mothers!

To work out if your time management is working for you, try this following exercise.

1. What does your ideal day/week look like?

Take a moment to plan your ideal day/week. Divide the circle into wedges according to the amount of time you spend in each area of your life (you might like to do one for the working week and one for the weekend).

Note: Sometimes 15 mins on an activity you love is all that you need to give you some internal satisfaction and the feeling of balance. Alternatively, 15 mins spent on a task you don't like doing is sometimes enough to break the back of the task and get it out of your brainspace.

My ideal day/week would include the following activities.....

- Family

- Partner/spouse

- Work

- Household/garden duties

- Exercise

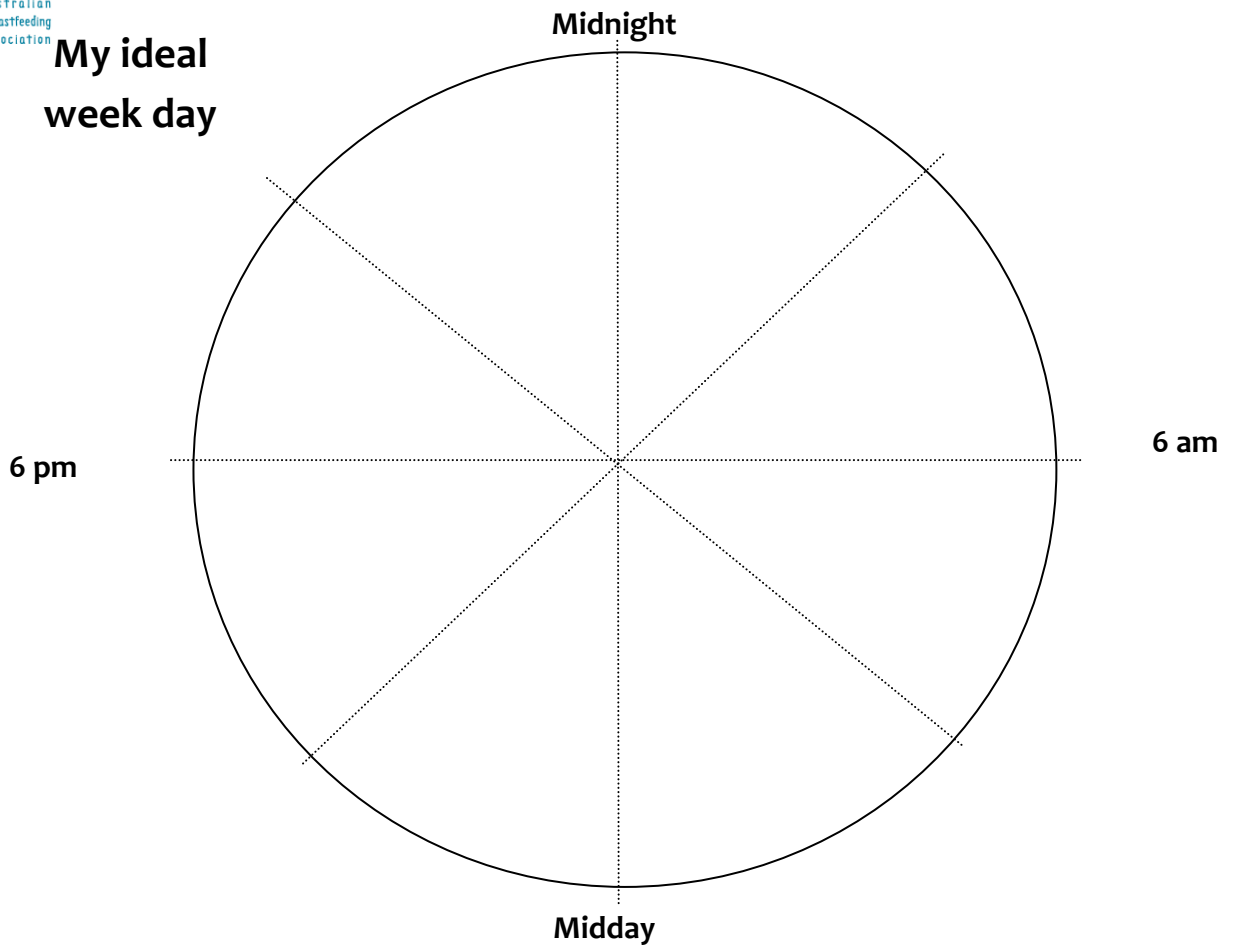
- Time for me

- Carer duties

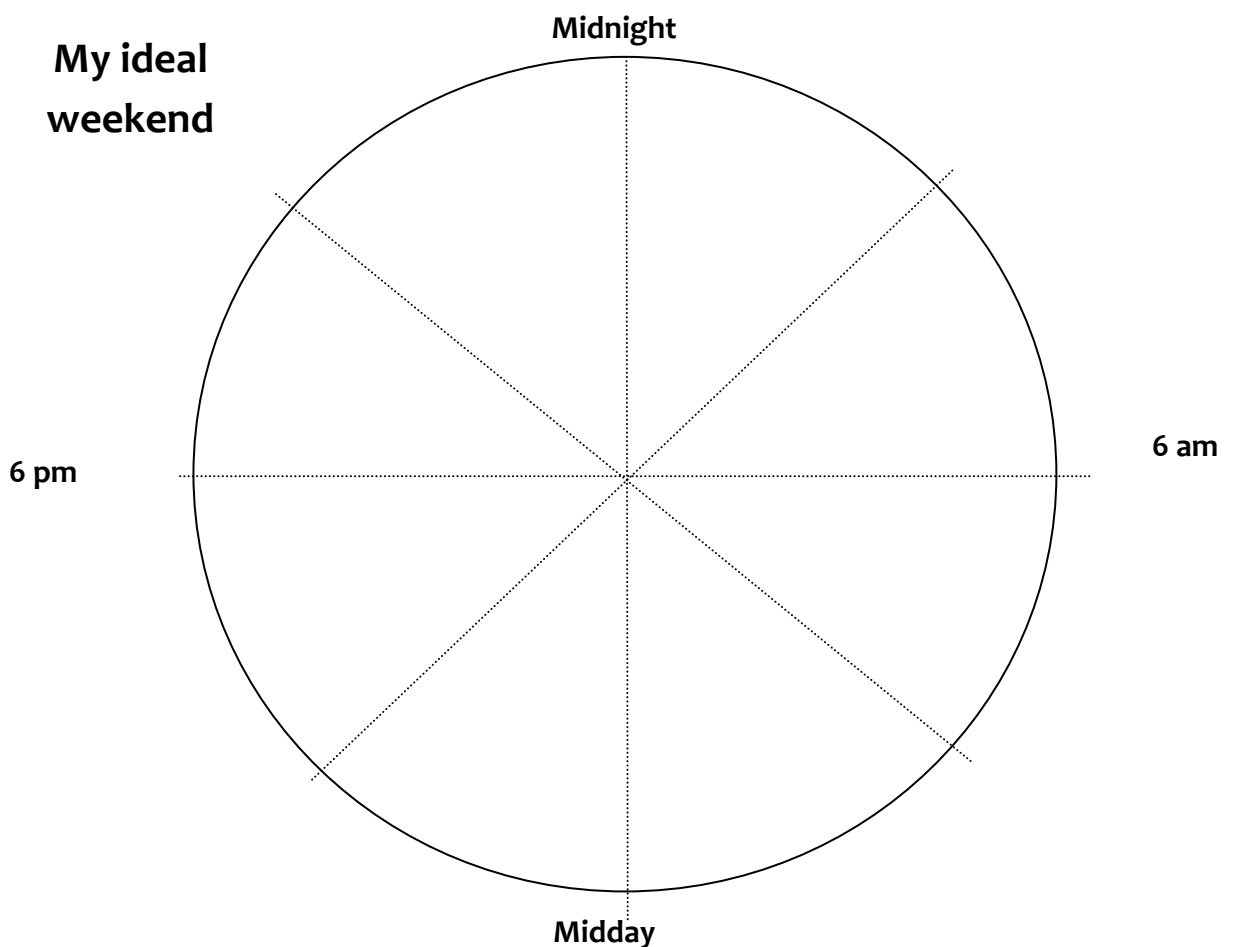
- Volunteer ie ABA

- Other.....

My ideal week day

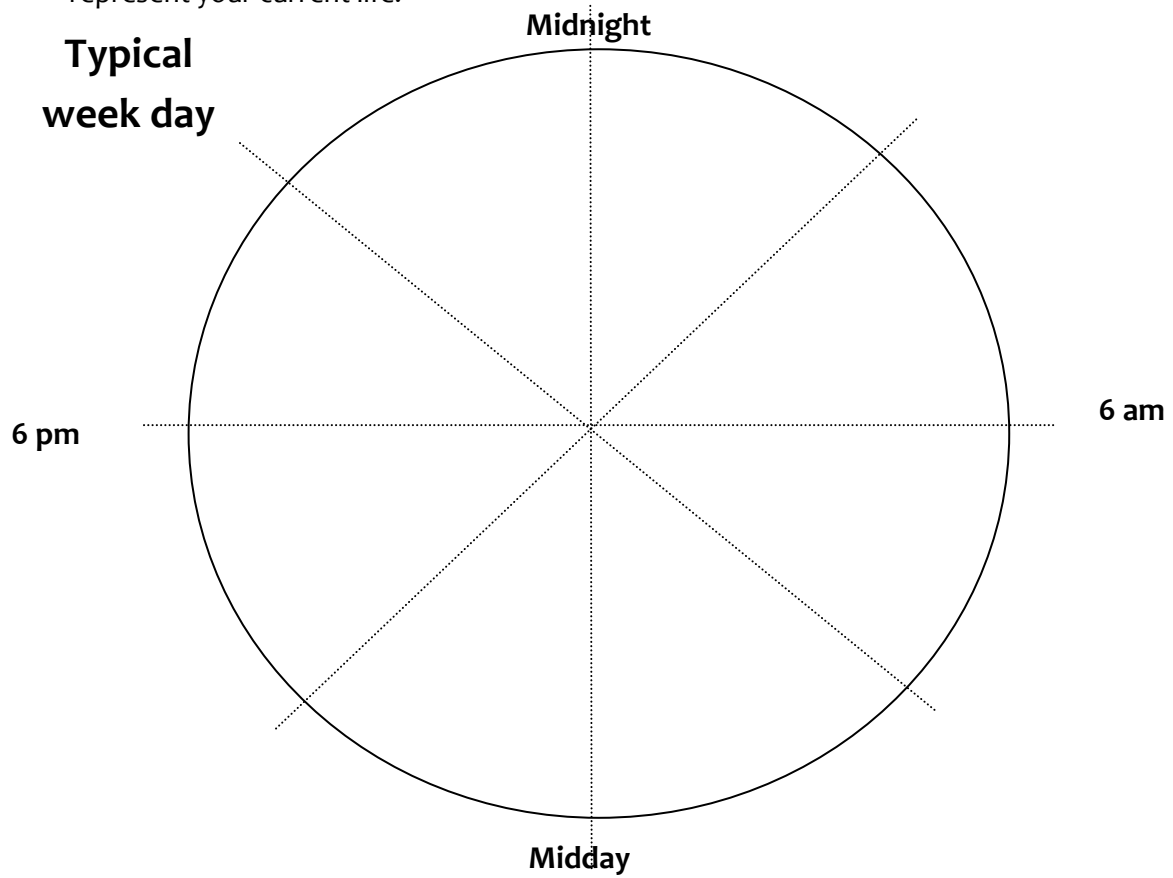


My ideal weekend

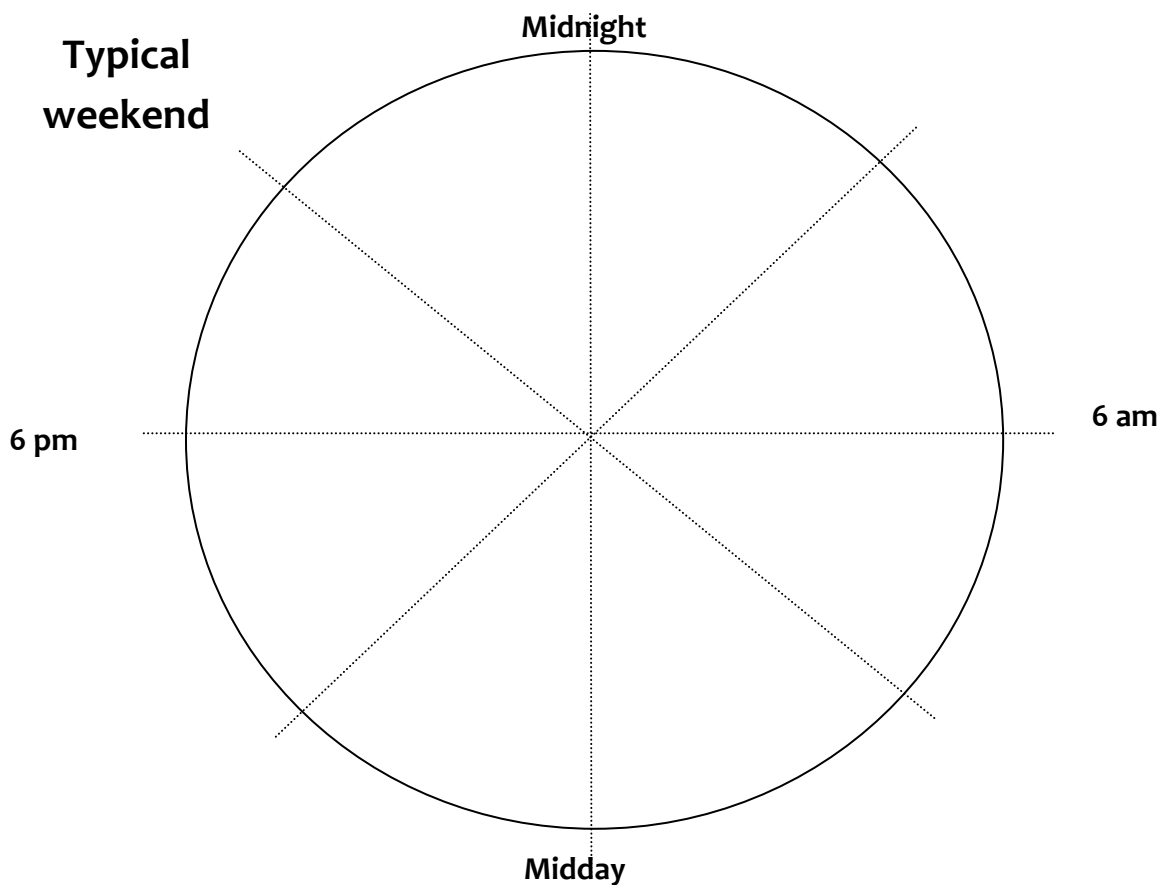


2. **Current reality** - What does your current day/week look like? Fill in these circles to represent your current life.

**Typical
week day**



**Typical
weekend**



A process to help move you to Quadrant II

1. Identify the different roles you play
2. Identify a short term goal for each role for the next 7 days (make sure they link with your bigger goals)
3. Schedule actions into weekly planner
4. Review Daily
5. Live it
6. Review before starting the process again the following week

Roles	Goal for next 7 days
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

Weekly calendar								
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Time
6:00am								6:00am
6:30am								6:30am
7:00am								7:00am
7:30am								7:30am
8:00am								8:00am
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