



*TIME  
MANAGEMENT  
JOURNAL*



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# *Time Management Journal*

**E**veryone has 1,440 minutes in a day. It's enough time to accomplish great things... or waste it away on social media, video games, or entertainment.

How will you use your 1,440 minutes?

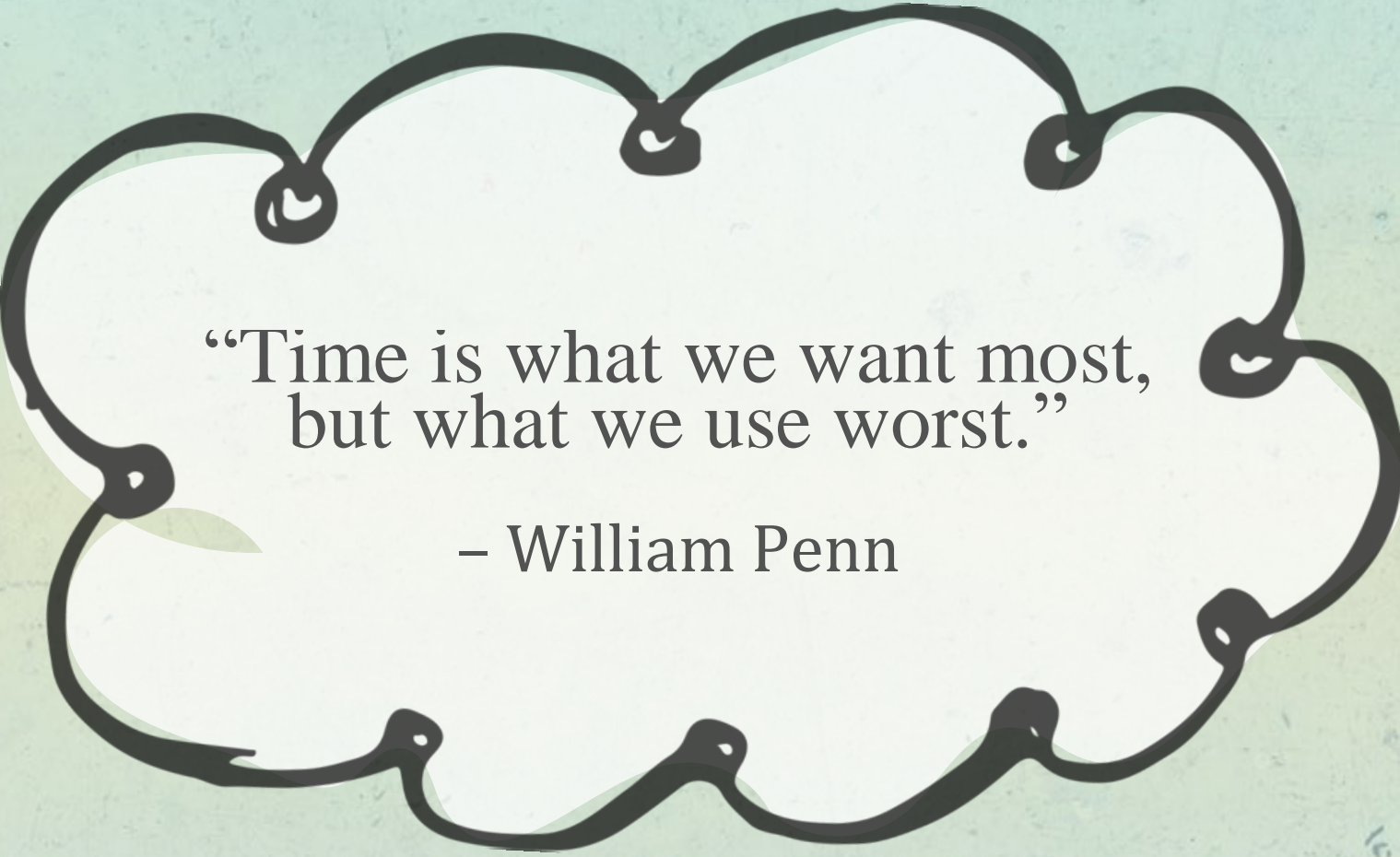
When you manage your time well, you will:

- Get more done at home and work
- Create more leisure time
- Regain greater control over your life
- Experience less stress and more contentment

Making the conscious decision to track your time can be one of the most productive decisions you can make.

As you go through the journal prompts and reflect on your habits, you will uncover trends that will guide you toward little changes in how you manage your time.

For your best results, be honest and complete in your answers.  
Let's begin...



“Time is what we want most,  
but what we use worst.”

– William Penn



When is your most productive time of day? Why?

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““  
Don't say you don't  
have enough time.

You have exactly the same number of  
hours per day that were given to  
Helen Keller, Pasteur, Michelangelo,  
Mother Teresa, Leonardo da Vinci,  
Thomas Jefferson, and Albert Einstein.

– H. Jackson Brown

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What is the biggest challenge when it comes to arriving on time? What will you do about it?

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*“The key is in  
not spending time,  
but in investing it.”*

– Stephen R. Covey



Create your ideal morning routine for the first two hours of your day.

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Create your ideal bedtime routine so you can create a healthy sleep routine, without overstimulating your brain with racing thoughts or media use.

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*“Don’t be fooled by the calendar. There are only as many days in the year as you make use of.”*

*One man gets only a week’s value out of a year while another man gets a full year’s value out of a week.”*

– Charles Richards

What specific tasks will you allow others to take over for you?

Delegation sets you free! Allow your colleagues, staff, family, friends, and children to contribute.

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If you have a daily commute, what can you commit to doing during this typically idle time?

Examples: Simple administrative tasks (email, research, etc.), inspiration or education (listening to audiobooks, reading, etc).

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“Determine never to be idle.  
No person will have occasion  
to complain of the want of time  
who never loses any.

It is wonderful how much  
can be done if we are  
always doing.”

— Thomas Jefferson



Keep track of a typical day and record what you do every 30 minutes. How can you make better use of your time?

5:00	5:30
6:00	6:30
7:00	7:30
8:00	8:30
9:00	9:30
10:00	10:30
11:00	11:30
NOON	12:30
1:00	1:30
2:00	2:30
3:00	3:30
4:00	4:30
5:00	5:30
6:00	6:30
7:00	7:30
8:00	8:30
9:00	9:30
10:00	10:30
11:00	11:30
MIDNIGHT	12:30
1:00	1:30
2:00	2:30





*“A man who dares  
to waste one hour  
of life has not  
discovered the  
value of life.”*

– Charles Darwin







What are your three most important goals for this year?  
Why are they important to you? What are you willing to do  
daily to give your goals the priority they deserve?

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*“One cannot manage  
too many affairs:  
like pumpkins in the  
water, one pops up  
while you try to hold  
down the other.”*

– Chinese Proverb



Make a list of small tasks (5 - 20 minutes) that you can do during downtime. (i.e. while waiting at a doctor's office)

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How often do you visit social media or check your email when you are supposed to be focused on work? What can you do to break this habit?

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Track the number of times you reach for your phone throughout the day. Are you doing this out of habit or boredom?

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*“Time is the  
most valuable  
thing a man  
can spend.”*

– Theophrastus

Is your calendar overbooked? Why? What are some activities you can say “no” to?

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Reflect on your day. How did you manage your time? What could you have done better?

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Are you ready for tomorrow? What is one thing you can do tonight to prepare for the day ahead?

Lined writing area consisting of 18 horizontal lines.

“Until you value yourself, you will not value your time. Until you value your time, you will not do anything with it.”

– M. Scott Peck

What are some unimportant tasks or decisions that you allow to drag you down or waste your time? How will you resolve them?

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What bad habits waste a significant amount of your time regularly? Describe how you can spend that time more productively.

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Are there any people in your life that regularly distract or interrupt your day? What can you do to establish healthy boundaries?

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*“A wise person does at once,  
what a fool does at last.  
Both do the same thing;  
only at different times.”*

– Baltasar Gracian

## How will you handle your day when the unexpected happens?

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What are you doing to take care of yourself today?

Lined writing area with 20 horizontal lines for text entry.

