

## MANAGING TIME BASED ON PRIORITIES

1. What is one outcome you want to accomplish at work next week (top priority)?
2. What tasks are needed to accomplish this? What other obligations do I already have? (Record tasks and obligations below.)

MONDAY



TUESDAY

WEDNESDAY

THURSDAY

FRIDAY



3. How much time will each task require? (Jot an amount of time beside each one, such as 10 minutes, an hour, 10 hours.)
4. If I can only accomplish one task on the list, which one would it be? (Put a #1 beside it.)
5. After that task is complete, what would be my next priorities? (Number in order of importance.)

(Adapted from Covey, Merrill, and Merrill (1994; reprinted with permission of Franklin Covey) and Smart and Street, (2007).)