

Time Management – Weekly and Daily Planner

6 STEPS TO SUCCESSFUL TIME MANAGEMENT

STEP 1: REFLECT

1 Reflect how you are currently using your time – are you unhappy with the current amount of time you are spending on specific activities or self-care?

STEP 2: SCOPE

2 Think about your goals for the week – what would you like to get done, what would you feel proud of achieving?

This could be everything on your mind relating to:

1. Work/job searching tasks
2. Personal essential tasks
3. Personal play - relaxation and downtime, etc

Create a Weekly Priority List and classify each task or goal by level of importance. Once you have made your list, think about tasks/goals and estimate how long they will take to complete.

COULD DO	SHOULD DO	MUST DO

MUST DO	ESTIMATED TIME

3 STEP 3: PRIORITISE

Put the tasks in your Weekly Priority List into a Daily Plan. Make sure you allocate all your Must Do tasks to one of the days. Where you have time left over to do other tasks, allocate some of your Should Do and Could Do tasks to those days.

If you are running out of time to complete urgent work tasks then you will need to problem solve the best thing to do – talk to your teammates and supervisor for advice.

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	

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STEP 4: REVIEW

Review your Daily Priority List regularly throughout the week. If a task takes longer than expected you will need to adjust your plan, so that you still get your most urgent tasks completed. Each time you complete a task or achieve a goal, cross it off your list.

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STEP 5: ESTABLISHING

At the end of each day or the start of the next day, reflect on your Weekly List and Daily List from the previous day. Each time you complete a task, scratch it off your Time Management List.

Establishing this daily reflection and focus activity to look at the big picture and immediate tasks required will help you establish a routine for good time management. This routine will help you manage your workload and life load, while also creating time for self-care.

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STEP 6: REWARD

When you get to the end of the week, celebrate and reward yourself for all you have achieved that week. Rewarding yourself for achieving your goals and tasks each week gives you something to look forward to. Celebrating your wins is a big part of realising how far you've come.
