

Time Management For Success

Visual Tools and Strategies

By Mary Ellen Baker

*Based on the concepts in the Seeing My Time® Program
by Marydee Sklar*

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For more information about executive function skills and
brain-based time management, organization, planning & mindfulness
visit TheTimeProfessionals.com

This workbook may be downloaded (PDF) and used in an online Time Management class
facilitated by a Time Professional.

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Time Management Skills

Check In

What are my time management challenges?

Practical Support for Your Brain

Self-Assessment

Rate yourself on a scale of 0 to 3. 0 means you never do it. 3 means you always do it.

Eat Well

I plan my meals so that I eat well and when I need to.

Exercise

I plan at least three spaces in my week for exercise.

Sleep

I go to bed at a routine time and sleep for about eight hours. (Naps don't count.)

Restorative time

I plan time to do things that refresh me.

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12.27.18-TM

Executive Functions¹: Brain Skills that Help You Get Things Done

Rate your brain

Emotional Control

Task Initiation:

Planning & Prioritization:

Working Memory:

1. Time Management (how you use your time):

2. Time Management (your internal clock):

Metacognition:



Goal-Directed Persistence:

Mental Flexibility:

Sustained Attention:

Response Inhibition:

1. Organization of your language:

2. Organization of your "stuff":

1. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010
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Metacognition

Goal-Directed Persistence

Mental Flexibility

Sustained Attention

Response Inhibition

Organization of your language

Organization of your "stuff"

Time management (How you use your time)

Time management (Your internal clock)

Working memory

Planning and prioritization

Task initiation

Metacognition & Mindfulness

Increase self-awareness by being present

Where would I like to be more present in my life?

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Supports all executive function skills

*Mindfulness is simply being aware
of what is happening right now
without wishing it were different.*

~ James Baraz

Tools for Time Management

Analog clocks	Digital timers/alarm
<input checked="" type="checkbox"/> Sustained Attention	<input checked="" type="checkbox"/> Task Initiation/Sustained Attention

Time circles

	<input type="checkbox"/> <input type="checkbox"/>	_____
	<input type="checkbox"/> <input type="checkbox"/>	_____
	<input type="checkbox"/> <input type="checkbox"/>	_____
	<input type="checkbox"/> <input type="checkbox"/>	_____

Sustained Attention

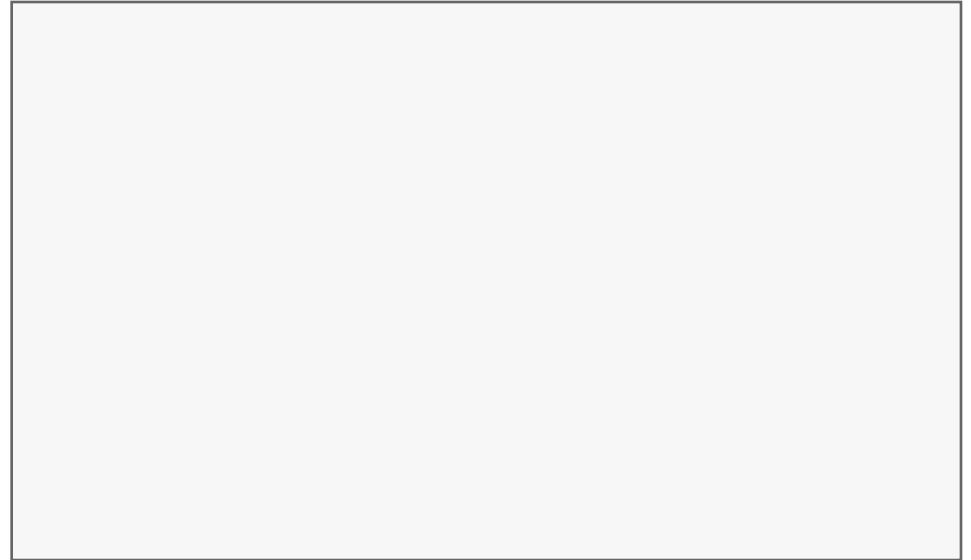
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Strategies for Time Management

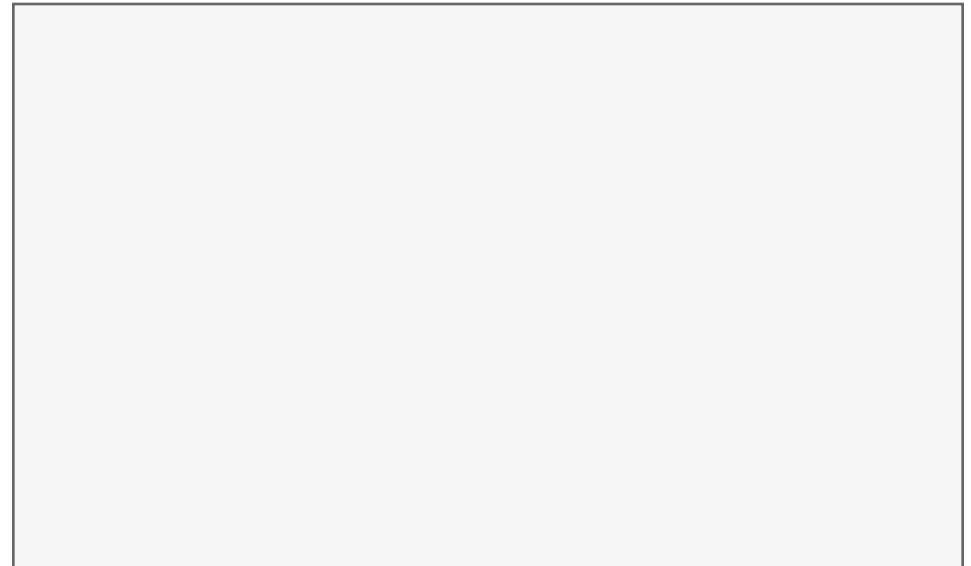
A Truth of Time:

-
- Sustained Attention, Response Inhibition, Working Memory, Task Initiation



Set Yourself up for Success:

-
- Sustained Attention, Response Inhibition, Task Initiation



Start Date: _____

Scheduled Commitments This Week

End Date: _____

Monday _____

7:00 _____

7:30 _____

8:00 _____

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9:00 _____

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6:30 _____

7:00 _____

Start Date: _____

Unscheduled Weekly To Dos

End Date: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes/Misc:

Tips for Weekly To Dos:

- Review Scheduled Commitments This Week.
Total all unscheduled hours:
- What needs attention this week?
Personal, Work, Projects, Family...
- Use time circles.
- Don't assign specific days to tasks.
- * = "absolutely must do" items.
- Don't fill up every hour.
Leave some open space!
- Do this before work on Monday.
Takes about 20 minutes.

Daily Plan

Today's Date: _____

7:00	_____
7:30	_____
8:00	_____
8:30	_____
9:00	_____
9:30	_____
10:00	_____
10:30	_____
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6:30	_____
7:00	_____
7:30	_____
8:00	_____
8:30	_____
9:00	_____
9:30	_____
10:00	_____

Phone calls/Emails


Errands

Working Memory

Tips for creating a Daily Plan:

Left side: Draw a vertical line blocking out appts/mtgs.

- Do I have Phone Calls/Emails or Errands today?
- Working Memory = spur-of-the-moment notes.
- When creating the Daily Plan:

1. Review the Unscheduled Weekly To Do page.
2. What do I want to do today?
3. Use time circles. 
4. Use a * for anything I MUST COMPLETE today.

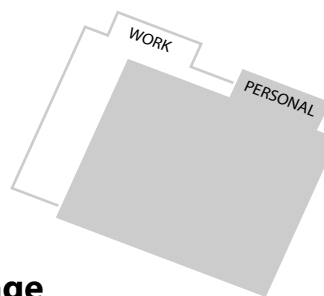
Takes 5 mins. Do this at the end of the day for tomorrow.

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Secret Steps to Successful Time Management

STEP 1: What Are Your Projects/Goals

- Write down all your personal and work projects/goals.
- Break each project/goal into steps.



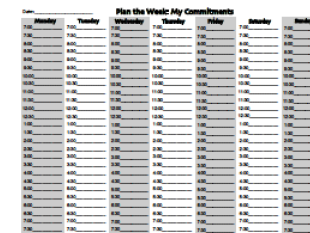
STEP 2: Keep Your Monthly Calendar Updated

- Especially business trips and vacations.



STEP 3: Fill Out Scheduled Commitments This Week Page

- Look at your calendar and draw a vertical line blocking out your weekly commitments so you can see your open spaces. *Work gets done in the open spaces!*



STEP 4: Plan Your Unscheduled Weekly To Dos (Take 20 mins & do this before work on Monday.)

- Look at Scheduled Commitments This Week page. See your open spaces.
- Be reasonable about what you can accomplish.
- Use time circles.
- Don't assign specific days to your tasks.
- To plan your Unscheduled Weekly To Dos, look at:
 1. What areas of your life need attention this week? *Personal, Work Projects, Family, etc...*
 2. Review your Projects/Goals - *What project steps can you do this week?*
 3. Use a ✱ to identify items you **MUST DO THIS WEEK**.



STEP 5: Create a Daily Plan (Takes about 5 mins. Do this at the end of the day for tomorrow.)

- In the left column, draw a vertical line blocking out your appointments/meetings.
- Do you have Phone Calls/Emails or Errands that must be done today?
- Use Working Memory for spur-of-the-moment things you want to remember.
- The center of the page is where you write your Daily To Dos:
 1. What do you want to do today?
 2. Review Unscheduled Weekly To Dos: What can be done **today?** Add it to your Daily Plan.
 3. Use time circles to be realistic.
 4. Use a ✱ to identify To Dos you **MUST COMPLETE** today.



Executive Functions¹:

Brain Skills that Help You Get Things Done

What tools/strategies will you implement for each of these executive function skills?

Greyed out skills are addressed in other classes

Task Initiation (Starting Things):

Metacognition:

Goal-Directed Persistence

Sustained Attention (Focus):

Planning & Prioritization

Working Memory:



Mental Flexibility

Response Inhibition (Self Control):

Time Management:

Organization

1. Adapted from Dawson and Guare, Executive Skills in Children and Adolescents 2010
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Metacognition

Goal-Directed Persistence

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Organization of your language

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Time management (How you use your time)

Time management (Your internal clock)

Working memory

Planning and prioritization

Task initiation

Check Out

What new tool or strategy will I use immediately?

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If you want to remember, remember to repeat.
~John Medina

Resources

Books:

Brain Rules (John Medina)

This funny, easy-to-read book consists of twelve “rules” about how the brain works. Learn about the science behind these rules as well as how to get the most out of your brain at work and at home.

50 Tips to Help Students Succeed (Marydee Sklar)

Written by an expert teacher of executive function skills, this book is chock-full of concrete strategies to support parents as they help their children develop strong life skills around time management, organization and planning.

Websites:

[TheTimeProfessionals.com/resources](https://www.thetimeprofessionals.com/resources)

Check out the list of resources on our website! There are all kinds of tools and classes that will support effective time management, organization, planning and mindfulness. You may also download PDFs for your daily and weekly planning.

[PalouseMindfulness.com](https://www.palousemindfulness.com)

A free online course in the techniques for Mindfulness Based Stress Reduction (MBSR) as created by Jon Kabat-Zinn of University of Massachusetts Medical School. This site includes links to online articles, meditation practices, YouTube videos, etc...