



Presents

7 Steps to  
Successful Time  
Management

# Before You Start

As with all things, these steps are meant as a guide only. Please feel free to adjust the ideas in this booklet so that they work for your life, your journey, your needs.

Questions, Comments, Concerns, Tragedies, Dramas (only with Llamas!)? Feel free to email me at [regina@theawkwardocto.com](mailto:regina@theawkwardocto.com). I'd love to hear your thoughts!

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# The 7 Steps



## 1. Create an Energy Audit (pg 5)

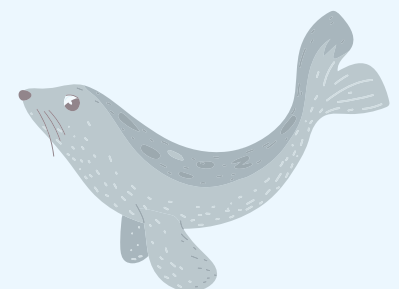
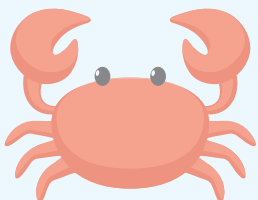
- When is your energy high? Low?
- Create a daily, weekly, and monthly/yearly energy audit, because our energy shifts as the year progresses

## 2. Prioritize using the Eisenhower matrix (pg 6)

- Urgent/Important: are the priority
- Not Urgent/Important: schedule for the future
- Urgent/Not Important: delegate to someone else
- Not Urgent/Not Important: remove completely or move to a future management cycle

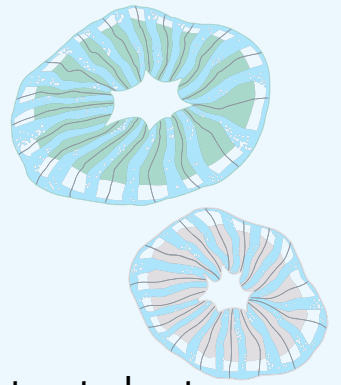
## 3. Pick a time management routine

- There are a variety of routines, depending on your task and difficulty level
- Experiment to see what works best for you
- Set timers to help keep you on track
- Move away from your work on your breaks-go for a walk, do a chore, etc
- Some starter routines:
  - work for 25 min/break for 5 min
  - work for 53 min/break for 17 min
  - work for 90 min/break for 15 min





# The 7 Steps



## 4. Don't multitask or task switch

- The human brain cannot give equal amounts of attention to two tasks at the same time.
- Focus on one task at a time for higher efficiency

## 5. Match your energy level with the task difficulty

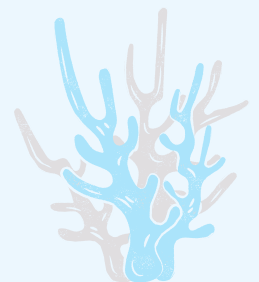
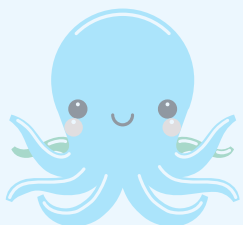
- Match high energy levels with high task difficulty
- Match low energy levels with low task difficulty
- If you try to do high difficulty tasks with low energy levels to "get it done" you may find the task takes extra time to complete

## 6. Keep in mind "special events" that are not a part of your regular routine (pg 7 & 8)

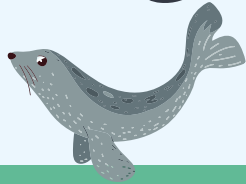
- Birthdays, doctors appointments, meetings
- Not only do these events decrease your time, but they may also lower energy levels as well

## 7. Reflect on a regular basis to check in with your energy levels and productivity--is your time management plan working? (pg 9, 10, 11)

- Experiment with what works for you
- This can be done daily, weekly, monthly, or anywhere in-between
- Put reflection time on your calendar so you don't get swept up in the day to day and forget it



# Energy Audit



DAY-HIGH ENERGY

DAY-LOW ENERGY

WEEK-HIGH ENERGY

WEEK-LOW ENERGY

MONTH/YEAR-HIGH ENERGY

MONTH/YEAR-LOW ENERGY

Notes

# Eisenhower Matrix

Urgent

Not Urgent

Important

DO NOW

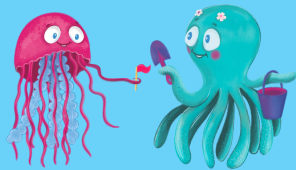


DO LATER

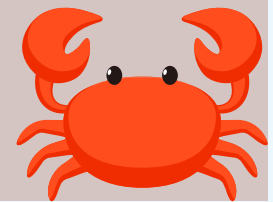


Not Important

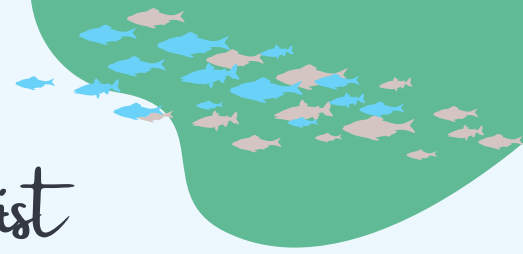
DELEGATE



ELIMINATE



# Daily Task List



## HIGH ENERGY TASKS

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## LOW ENERGY TASKS

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## TIME SENSITIVE TASKS

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## TODAY'S MOTIVATION

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## NOTES :

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# MONTHLY PLANNER

Priority

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Name

Month

Year

MON

TUE

WED

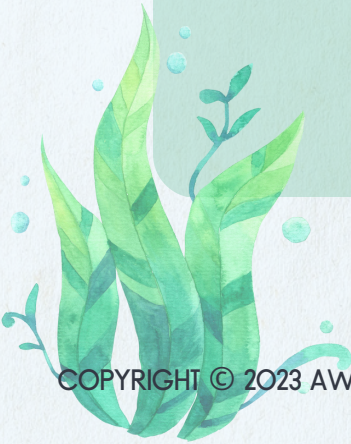
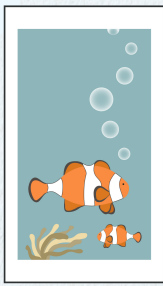
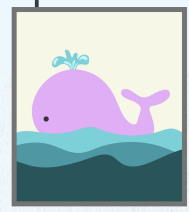
THU

FRI

SAT

SUN


NOTE...





# Daily Self Reflection



DATE .....

Day by day, my self is improving.

What Energizes You?

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What You're Grateful for?

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What Do You Want to Remember about Today?

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# End Of Month Reflection



MONTH:

MOOD:



## MY TOP 4 ACCOMPLISHMENTS

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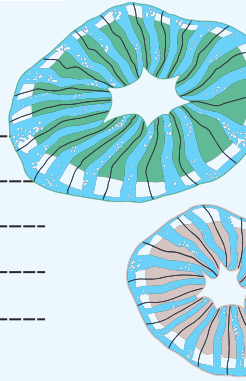


## WHAT WENT WELL THIS MONTH?

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## BAD HABITS I NEED TO STOP

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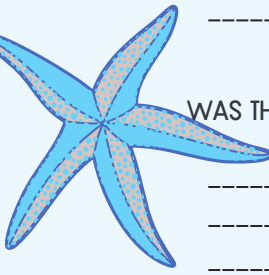


## WHAT DIDN'T GO AS PLANNED?

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## WHAT I NEED TO IMPROVE

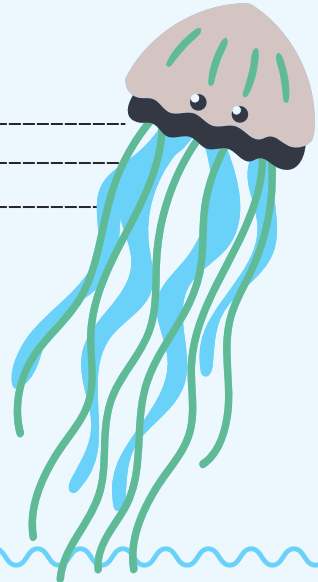
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## WAS THERE ANYTHING HOLDING ME BACK FROM REACHING MY GOALS?

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## REMINDER FOR NEXT MONTH



# Weekly Reflection

THINGS I ACHIEVED THIS WEEK

BEST THING THIS WEEK

BIGGEST CHALLENGE THIS WEEK

SOMETHING I LEARNED

WHAT INSPIRED ME

THINGS I'M GRATEFUL FOR

WEEKLY FAVES

INTENTION FOR NEXT WEEK



# What's Next?

I'd love to hear from you!

Was this guide helpful?

What content would support you the best?

Want to learn more about how you can work with me?

Contact me!



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