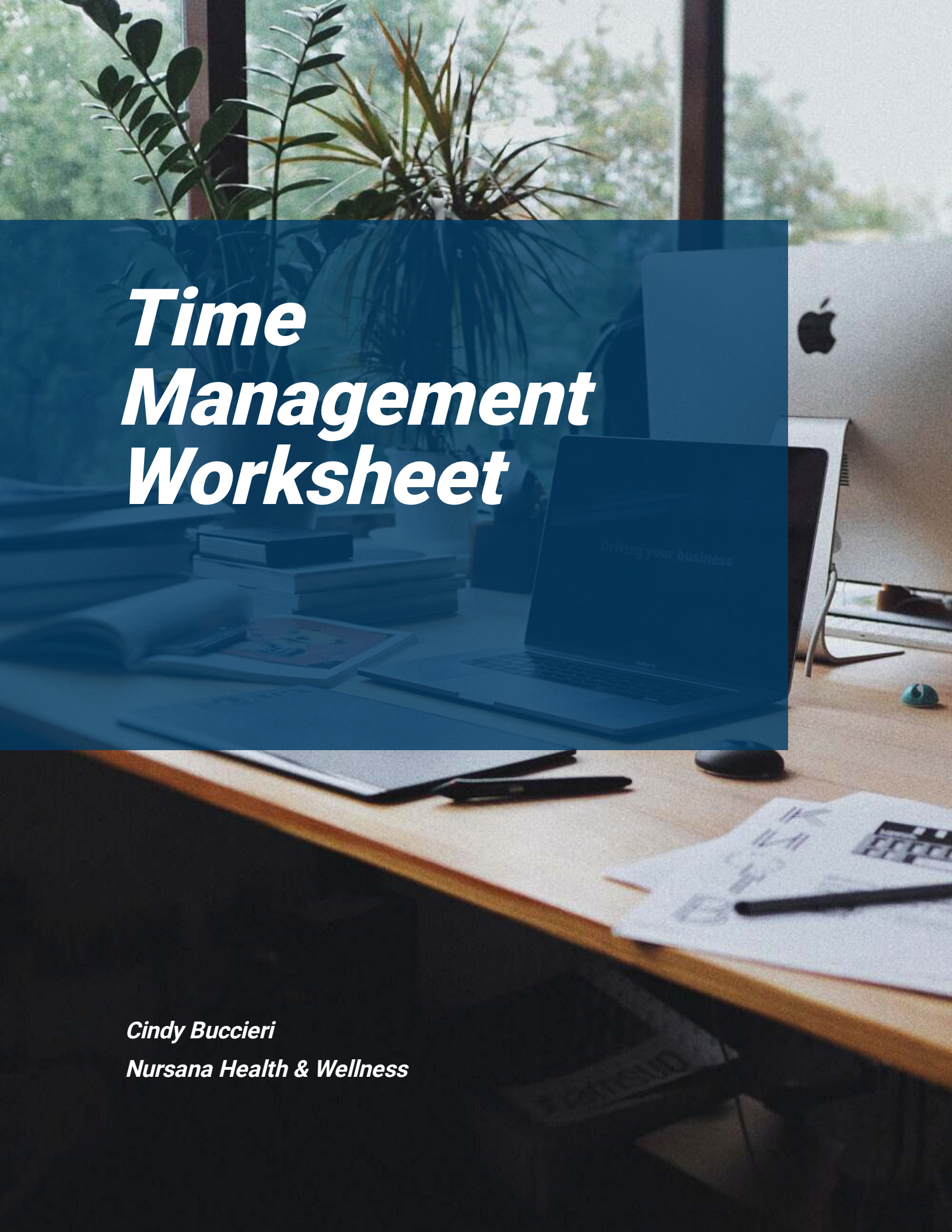




Time Management Worksheet

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Nursana Health & Wellness

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Week of: _____ to _____

Step 1: Identify Key Tasks and Deadlines

- List all the tasks you have for this week:

1. _____
2. _____
3. _____
4. _____
5. _____

...

- Note down deadlines for each task: _____

Step 2: Prioritize Tasks

- Urgent and Important:

1. _____
2. _____
3. _____

- Important, but Not Urgent:

1. _____
2. _____
3. _____

- Urgent, but Not Important:

1. _____
2. _____
3. _____

- Neither Urgent nor Important:

1. _____
2. _____
3. _____

Step 3: Set Realistic Goals (SMART Goals)

- Specific:
- Measurable:
- Achievable:
- Relevant:
- Time-bound:

Step 4: Break Tasks into Manageable Steps

- Task: _____
 - Step 1: _____
 - Step 2: _____
 - Step 3: _____
- Task: _____
 - Step 1: _____
 - Step 2: _____
 - Step 3: _____ ...

Step 5: Schedule Your Week

- Monday:
 - Task: _____ Time: _____
 - Task: _____ Time: _____
- Tuesday:
 - Task: _____ Time: _____
 - Task: _____ Time: _____ ...
- Sunday:
 - Task: _____ Time: _____
 - Task: _____ Time: _____

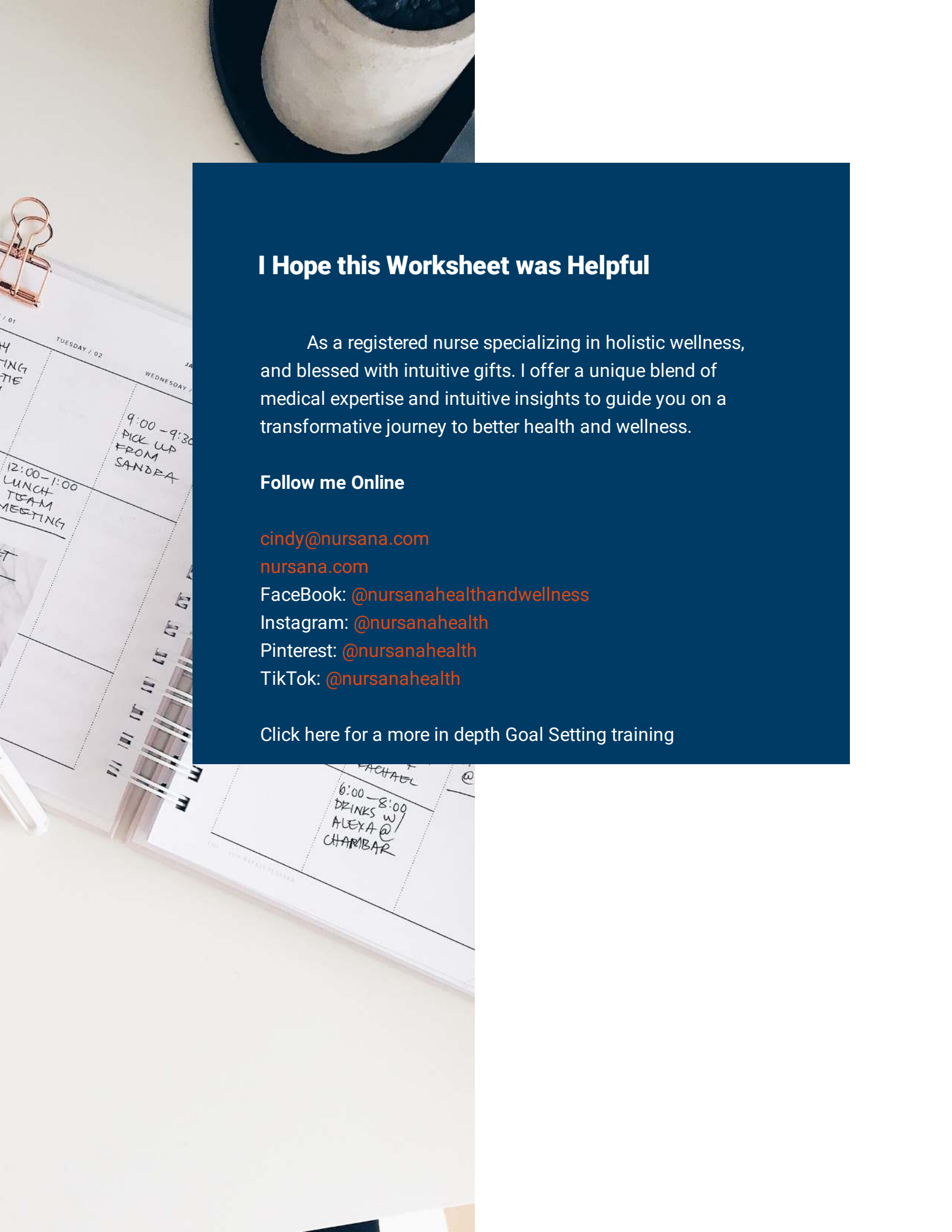
Step 6: Reflect

- What went well this week?

- What could have been done differently?

- Goals for next week:

To use this worksheet, print it out at the beginning of each week and follow the steps. It will help you to identify, prioritize, and break down your tasks, and create a solid plan for how to use your time most effectively throughout the week.



I Hope this Worksheet was Helpful

As a registered nurse specializing in holistic wellness, and blessed with intuitive gifts. I offer a unique blend of medical expertise and intuitive insights to guide you on a transformative journey to better health and wellness.

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