



Live Like it Matters!

Self Management Worksheet

Purpose of this worksheet

To assess how realistic you are being with what you are trying to accomplish each month.
To provide a solution if you are trying to bite off more than you can chew.

Who will benefit from this worksheet

Anyone who feels overwhelmed on a regular basis.
Anyone who feels like they need to 'find more hours in the day'.

Process

Step One

List all activities you are required to do regularly on a monthly basis.
Estimate how long each of these activities takes to complete.
Determine which quadrant each activity falls into.

Step Two

List all activities you are required to do regularly on a weekly basis.
Estimate how long each of these activities takes to complete.
Determine which quadrant each activity falls into.

Step Three

List all activities you are required to do regularly on a weekly basis.
Estimate how long each of these activities takes to complete.
Determine which quadrant each activity falls into.

Step Four

Determine how much time you actually have available to commit to these activities.

Step Five

Determine the realistic amount of time these activities will take to complete if you had to try to do them all and compare this with the amount of time you actually have available to complete them.

Step Six

Determine which activities you will do and which you will stop doing or delegate to someone else.

Step Four

Determine how much time you actually have available to commit to these activities.

| Day |  |
|---|---|
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| Total amount of time in hours available each week | |

Step Five

1. Record the amount of time you determined would be required to complete all your regular monthly activities.
2. Record the amount of time you determined would be required to complete all your regular weekly activities.
3. Multiply this by 4 to determine the amount of time required each month to complete these activities.
4. Record the amount of time you determined would be required to complete all your regular monthly activities.

| Activities | | |  |
|--|--|--------|---|
| Monthly | | | |
| Weekly | | x 4 = | |
| Daily | | x 22 = | |
| Total number of minutes required to complete all activities: | | | |
| Convert to the closest number of hours by dividing this by 60: | | | |
| Record the amount of time you have available from Step Four: | | | |
| What is the difference? Can you do it all? | | | |

Step Six

If you keep on doing what you always have done, you will always get what you always got! If you need to create additional time, here are some solutions.

1. Determine which of these activities you will delete and remove them from your list.
2. Of the remaining activities, determine which ones you can delegate and who you will delegate them too.
3. If there are still too many activities on your list, plan to meet with those involved to plan how to manage these activities.

www.capacitycompany.com

Capacity Company Group
5900 Baywater Drive, Suite 2203, Plano, Texas, 75093, USA
PH: +1 972.635.3351 info@capacitycompany.com
© Copyright Capacity Company Group