

FEELING GOOD ABOUT YOU

THE JOURNEY OF DISCOVERY
THAT LEADS TO SELF-ESTEEM



Module 6 – Worksheet 2

Time Management

Time is a precious gift, yet one we often abuse or take for granted. Being aware of your needs and managing time wisely helps you feel good about yourself. Think about the concept of time and how you manage the hours and days in your life. How you structure time indicates what your priorities are. Does your organization of time accurately reflect what is most important to you?

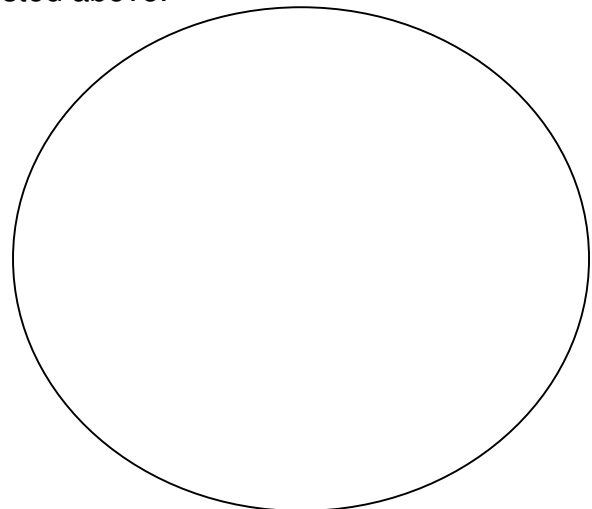
Take a few minutes to think about how you spend your time. You can usually divide it into several basic categories:

- Work/professional
- Hobbies
- Friends
- Play
- Personal enrichment/inner growth/Relaxation
- Spirituality
- Family
- Community

Exercise: Time Management:

The circle below represents your time, and life as you are currently living it. Divide this circle into pie-shaped sections, each one representing the amount of time you spend on each of the categories listed above.

How do you currently spend your time?



What do you make time for in your life?

What do you want to spend less time on?

How do you spend time alone each day?

Do you allow yourself time to sit and "do nothing" when you feel the need?

Write your goals related to your personal time management:

Would you change the way you spend your time if you were told you had only one year to live? What changes would you make? Is this something you may wish to do anyway? How?

Reflections on Time Management

- We all have the same amount of time – what is important is what we choose to do with it.
- It is important that how you manage time indicates YOUR priorities and not others' "shoulds."
- Time spent rediscovering YOURSELF is the best investment you'll ever make.