

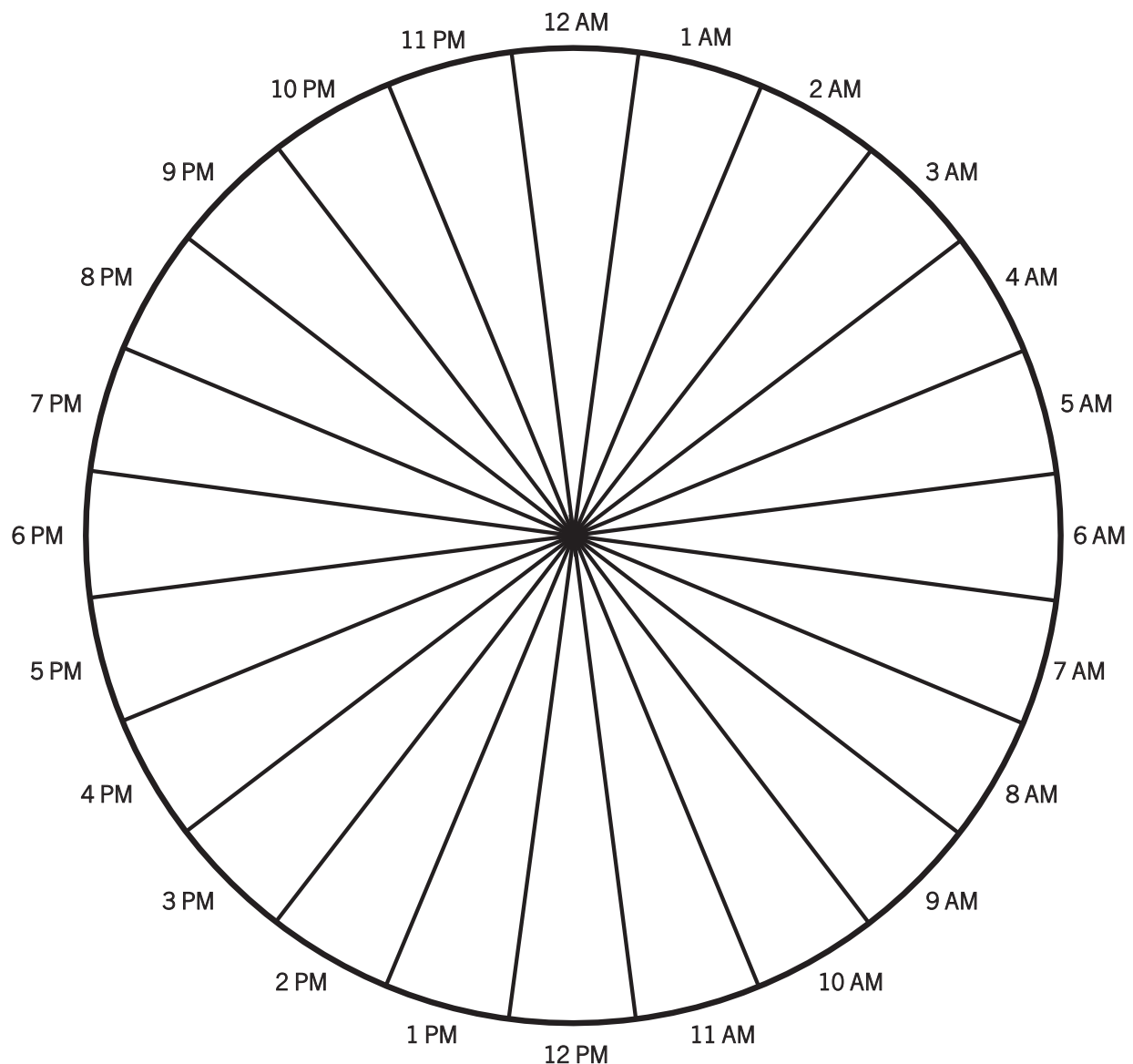
Time Management Wheel

Overview of Time Management

- Time management is the act of taking control of your schedule, planner, or agenda. When you have competing priorities, you may find it difficult to manage your time effectively.
- Assess how you are spending your time as a first step to gaining better time management skills. With this knowledge, you can make adjustments to your routine to better fit your needs.

The Time Management Wheel

- Use the Time Management Wheel to analyze how you spend your time each day.
- Fill in each slice of the wheel by color-coding and/or writing the activities you engaged in during that time.



Re-organizing Your Time

Now that you have a better picture of your typical day, answer the following questions to analyze your time management approach.

1. **What do you spend most of your time doing and why?**

2. **What times of day do you find yourself feeling most energetic and why?**

3. **What adjustments can you make to better manage your time?**

4. **What resources are available to you to assist in this process?**

Examples include: Google Calendar, Agenda/Planner, To-do lists, Organizational apps).
