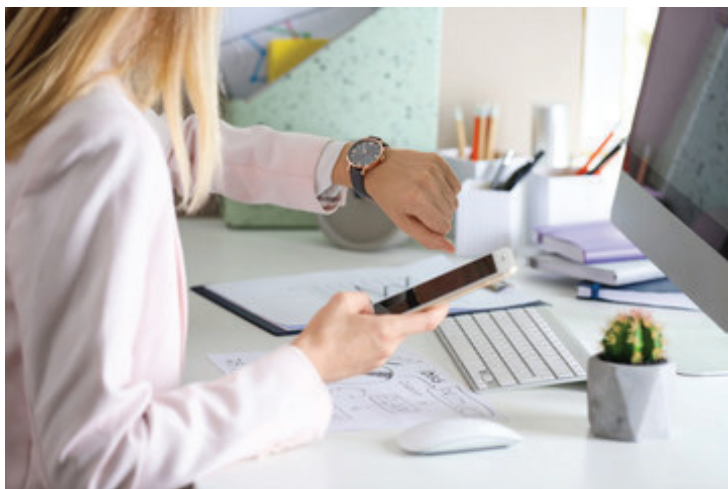


Time Management WORKSHEET

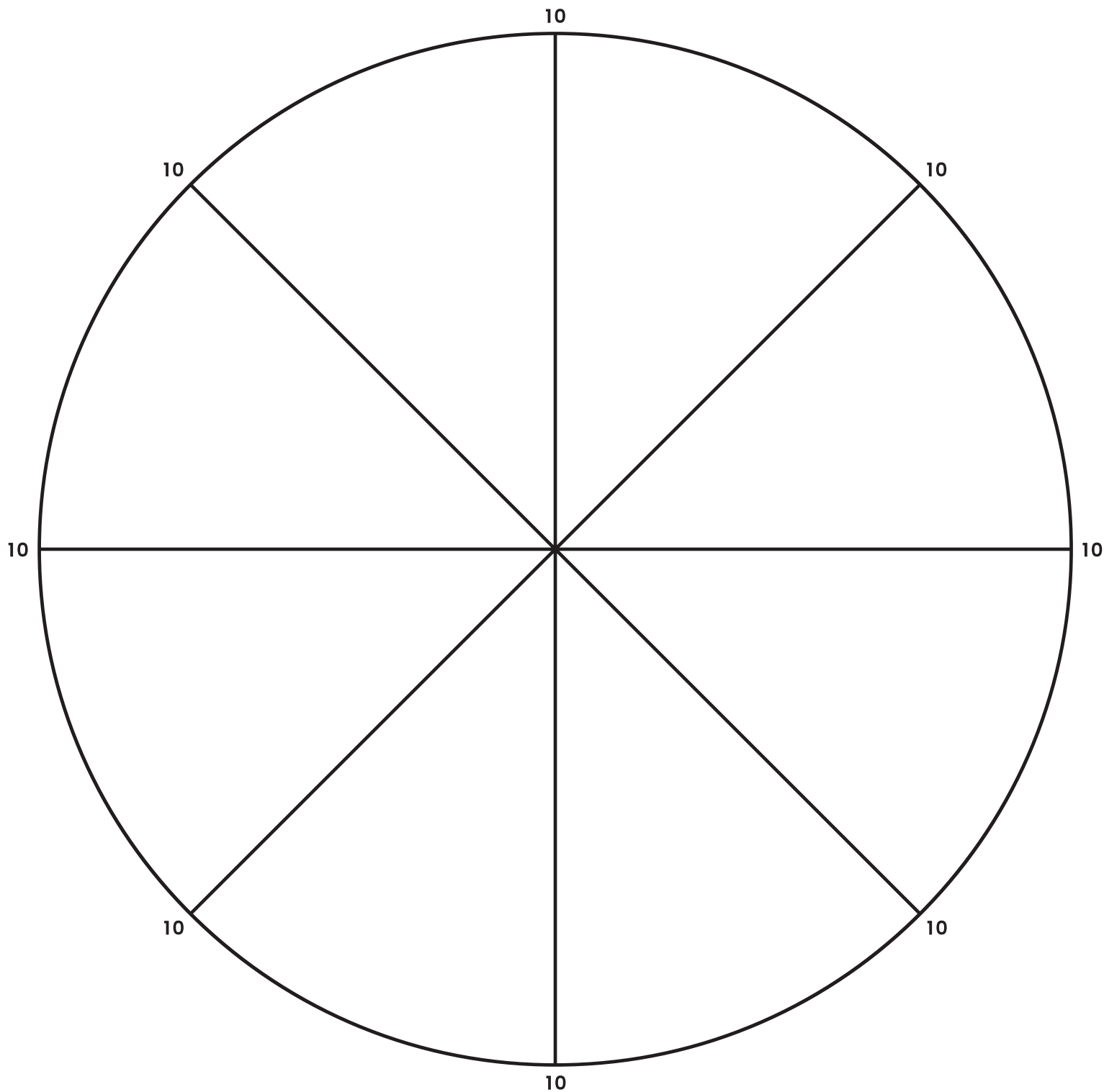


**SEEDING
THE LEAD**
Leadership Coaching



When you have too much to do and not enough time, complete the following worksheet:

1. Write down your goal here: _____
2. Write down all the important things that you have to do in each of the pie slices on the chart below.
3. Label each slice from 1 to 10. 1-being important and 10-being "absolutely critical and must get done, no matter what".
4. Now colour in each pie slice from 1 to the number you've designated.
5. Looking at your goals and looking at your pie chart, what do you notice?
6. Where are you spending too much time, and where do you need to relocate your time?



**Need more help? Book a free coaching
consultation today and move you forward!**

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