

Working~Well challenges you to find the best use for every moment in order to create a healthy balance in life.

★ Mark each calendar day below to track when you hit your daily time management goal.



# FALL

# 202



Mo Tu We Th Fr Sa Su


### WEEK 1: Plan

Track how many minutes you spend on each task. Next, create a schedule to make progress towards your goal. Check off each day you track and schedule.

### WEEK 2: Prioritize

Identify goals and utilize strategies to turn your goals into priorities each day.

### WEEK 3: Perform

Check off days in which you were able to manage volume and minimize interruptions in order to increase focus and complete goals.