

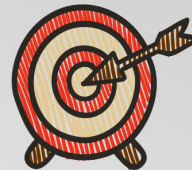
Working~Well challenges you to find the best use for every moment in order to create a healthy balance in life.

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



FALL

2020



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.