

My Time Manager

Goals

I will focus on accomplishing these two goals:

1. _____

Obstacles:

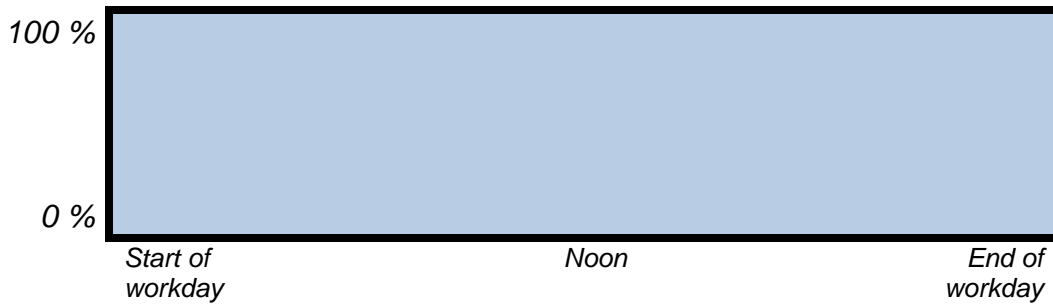
Resources:

2. _____

Obstacles:

Resources:

My Energy Cycle



Tasks best done in the:
Morning

Afternoon

Evening

_____	_____	_____
_____	_____	_____
_____	_____	_____

Delegation

Four key questions I will ask during the delegation process

