

**Time Management
Implementation Chart**

**Try one or more items per week. Give marks to yourself. +1 for done. -1 for not done.
When you get + 5 in a week, you have scored well.**

Sr. No.	Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
1	Time Budget in morning.							
2	Time Audit at night.							
3	Kept work ready for staff before office started.							
4	Allotted work to staff early morning.							
5	Correspondence up to date.							
6	Kept papers ready for discussions with visitors.							
7	Conversed with visitors without waste of time.							
8	Spoke on phone by points.							
9	Prepared agenda for meetings.							
10	No disturbance allowed during meetings.							
11	Read daily newspaper in 15 minutes.							
12	Devoted 30 minutes to general reading.							
13	Used book in pocket to read while waiting.							
14	Spent some time with family.							
15	Devoted some time to thinking.							
16	Got at least ½ to 1 hour for myself early morning / late night.							
17	Did some physical exercise in morning or evening.							
18								
19								
20								
21								

List is illustrative. Additional activities should be added based on individual Goals set.