

Executive Time Management Worksheet

Time management is one of the most critical skills for success, especially among leaders and executives aiming to balance high demands with meaningful results. In today's fast-paced world, it's easy to get caught up in the urgent at the expense of the important, leading to burnout, inefficiency, and frustration. I've designed this toolkit to help you prioritize tasks, focus on what truly matters, and reclaim control over your schedule. Through structured approaches like thoughtful definition, time blocking, distraction elimination, and reflecting on your progress, you'll learn to maximize productivity and make intentional choices that align with your goals.

If you find yourself needing additional guidance on how to navigate these challenges, I'm here to help. Reach out via the contact page on my site to explore how personalized coaching can further enhance your leadership effectiveness and personal well-being.

Okay, let's get started:

1. Identify Your Priorities

Take a few minutes to reflect on your top priorities. What are the key areas in your life that deserve the most time and attention right now?

Instructions: Write down your top five priorities in order of importance.

1. _____

2. _____

3. _____

4. _____

5. _____

2. Define Your Big Rocks (Essential Tasks)

Big Rocks are the most important tasks that align with your priorities. These are the things that will move you forward in your role or personal life.

Instructions: List three to five 'Big Rocks' for the week. These should be tasks or projects that align with your top priorities and have a significant impact on your success.

1. _____
2. _____
3. _____
4. _____
5. _____

3. Time Blocking for Productivity

Time blocking is a technique where you allocate specific chunks of time for particular tasks or activities. This helps prevent multitasking and ensures focused work.

Instructions: Fill in your time blocks for the week. Be specific about what task you'll be working on during each block.

Time Block	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am - 10:00 am					
10:00 am - 12:00 pm					
1:00 pm - 3:00 pm					
3:00 pm - 5:00 pm					

4. Urgent vs. Important Matrix

The Eisenhower Matrix helps you distinguish between your to-dos and your not-to-do tasks, so you can focus on what truly matters.

Instructions: Use the matrix below to categorize your tasks for the day or week. This will help you prioritize what you should tackle first.

THE TO-DO vs NOT TO-DO LIST	
MAJOR OUTCOME/GOAL:	
EVERYTHING ON YOUR PLATE	TO-MANAGE LIST (IMPORTANT AND URGENT)
	TO-FOCUS LIST (IMPORTANT NOT URGENT)
	NOT-TO DO LIST (URGENT NOT IMPORTANT)
	NOT-TO DO LIST (NOT IMPORTANT NOR URGENT)

5. Eliminate Time Wasters

Everyone has distractions that steal valuable time, it's just a fact of life. It's important to identify and manage these time wasters so you can stay focused.

Instructions: List common distractions you face during the workday and strategies for minimizing them.

Distraction	Strategy to Eliminate
_____	_____
_____	_____
_____	_____

6. Daily Reflection and Adjustment

To improve your time management, take time to reflect at the end of each day.

Instructions: Answer the following questions at the end of your workday.

1. What did I accomplish today that moved me closer to my priorities?
2. Were there any unexpected distractions? How did I handle them?
3. What adjustments do I need to make to stay on track tomorrow?

7. Weekly Review

Instructions: At the end of each week, take 10 minutes to reflect on your progress.

1. What tasks were completed?
2. Which tasks were delayed or missed? Why?
3. How will I improve my time management for next week?

8. Bonus: Pro Tips for Time Management

Batch Similar Tasks:

Group similar tasks (like emails or meetings) to handle them in one dedicated block of time.

Start Your Day with the Most Important Task (MIT):

Begin your day by focusing on the task that will have the greatest impact.

Set Boundaries:

Block time for focused work and communicate boundaries with your team to prevent interruptions.

Use the 2-Minute Rule:

If a task takes less than two minutes, do it immediately.

Mastering time management is about making intentional choices every day that align with your goals. Use this worksheet as a tool to reflect, adjust, and grow. If you're looking for more personalized guidance on balancing your leadership role with your personal life, let's connect!