



## Time Management Worksheet

**Remember:**

- 1. Fall on your face before God. He will help you!
- 4. Stay focused.
- 2. Clean your workspace.
- 5. Write during the in-between times.
- 3. Big projects. Little lists.
- 6. Rest. Refill. Rejoice.

Five Big Projects				
To Do:	To Do:	To Do:	To Do:	To Do:
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.

Remember, you don't want to fill this completely up! One to three tasks for each project is probably enough. The extra spaces should be used sparingly. Life is more than checking off tasks. 😊

To read more about time management, check out Ask O on [Seriously Write](#).