

Time Management Inventory:

Instructions: Review each strategy and identify what you are doing effectively and/or where you feel less effective.			
EBP Strategy	What specifically am I doing well? What are the tools etc. that I use?	Where do I get stuck? What does this look like?	Questions I have for others?
Relying on reminders, lists			
Accomplishing most important tasks early in day			
Identifying your P3 (Personal Productivity Peak)			
Working during your P3			
Minimizing multitasking			
Setting discrete times and limits for email attention			
Organizing workspace and decreasing clutter			
Starting with small tasks			
Reviewing necessary tasks for <i>next</i> day AND determining delegation / decline possibilities			
Taking breaks between tasks			
Offering yourself task “rewards”			
Reflecting on the positive nature of task completion			

Time Management Self-Leadership Strategies:

Instructions: Review each self-leadership approach and respond honestly to each prompt.				
Self-Leadership Approach:	Question for me to answer:	Example:	My Ideas:	Peer Input:
Self-Goal Setting	What is working well for me today in terms of self-leadership of time management?	<i>I am really good at using my Outlook calendar</i>		
	What are my goals to better manage my time?	<i>I want to get better at protecting time to do things that stress me, ie Midas reports</i>		
	What do I SPECIFICALLY need to do differently (based on EBP strategies)?	<i>Block two 1-hour blocks per week in my P3 window Plan these for my WFH day</i>		
Self-Reward	What motivates me to do it this way? (positive motivators)	<i>I want to be sure that I can spend time with my family and don't have to do it on the w/e</i>		
	What are reasonable rewards that I can offer myself that would motivate me?	<i>If I succeed I would like to go to Target and get the...</i>		
Self-Cueing	What is my most ideal workspace that helps me feel most in control?	<i>I work best in my home office</i>		
	What exists in that work environment to cue my self-leadership of time?	<i>The whiteboards I have with tasks listed as well as my daily motivation calendar</i>		
	What can I add to my work space as a cue or organizational tool?	<i>I need a wall calendar</i>		