

Unit 1.1 Time Management

Daily Activity Worksheet Level 1

1. Look at your 2 Day Time Log Sheet and highlight the things/activities that you do every day from the list below:
 - Sleep
 - Eat
 - Schoolwork
 - Household chores
 - Spend Time Outdoors
 - Physical Movement/Exercise
 - Spend time with Family and Friends without technology
 - On the Internet (YouTube, research, etc.)
 - Social Media (Facebook, Instagram, Twitter, TikTok, etc.)
 - Watch Movies/TV shows/Video games
 - Play Sports
 - Work
 - Volunteer
 - Other (list):
2. Circle the 6 items that you spend the most time on.
3. Do the items that you have circled help you to get the awesome life that you want for yourself?
4. If no, then why are you spending so much time doing them?
5. Would you be willing to do the things that help you reach your goals first and then reward yourself with the things that are for fun (like video games)?
6. Create a list of 3 activities that you can do each day that will help you reach your awesome life goals. You can create on paper or in your computer or phone.
7. Put the reward next to the task on your list.
8. When you complete the task, cross it off your list and reward yourself.
9. Show your completed task list to your instructor at the end of each day.
10. Make a new list for each day and you can put new tasks on it also.

