Time Management Strategy Worksheet

The Organization

1. What does your company do/make? What is the business of your company? What is the mission of your organization?

2. What are the goals of the organization?
   This year:

   This quarter:

   This month:

3. How does your team/department fit into the overall organization?

4. What contribution does your team make to the organization?

5. Why is your work important to the organization?
6. What goals have you been given by your manager?
You
1. Why is your work important to you?
2. What personal work goals do you have?
3. What else is important to you in your non-work life?

Make a task list:

List all the work tasks and activities you do regularly. Put each task in the appropriate daily, weekly, or monthly column, based on how frequently you perform the task.

In the Code section, write:

- **FT** if the task supports a specific function of your job, such as completing payroll or placing orders
- **OG** if the task supports an organization goal
- **MG** if the task supports a goal assigned by your manager
- **PG** if the task supports a personal goal
- Leave the Code section blank if the task doesn't fall into one of these categories.

In the Value column, mark each task as follows:

- **MC** (Mission Critical): if the task were not done, neither you nor your team would meet your goals
- **I** (Important): things that support your goals, but won't derail progress if left undone
- **O** (Optional): tasks that will have no effect on your goals if they are not done

Task List

Frequency	Task	Code	Value
Daily			
Weekly			
Monthly			

Take a look at your Task List. Find and highlight any tasks without a code listed in the Code section. This means you couldn't align the task with a goal. Ask yourself:

- Why am I doing this task?
- Is this task a remnant from previous management?
- Does this task support a previous goal that I no longer have?
- Am I doing this task for someone else to maintain that relationship?

Figure out why you're doing each highlighted task and whether you need to continue. You may need to discuss some tasks with your manager, if they are former goals or holdovers from previous management.