

## Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00			Check email Paper work	Check email Paper work			
9:00		Check email Paper work	Return calls/make sales calls	Client	Return calls/make sales calls	Invoices/Bills	
10:00		Profit Project ↓	Profit Project ↓		Client	Financial Date	
11:00		↓	↓	Client			
12:00		Lunch	Networking event ↓		Client		
1:00		Check email Paper work		Client	Profit Project ↓	Profit Project ↓	
2:00		Profit Project ↓	Profit Project ↓	Profit Project ↓	↓	↓	
3:00		↓	↓	↓			
4:00		Check email Paper work	↓	↓			
5:00			Check email Paper work	Check email Paper work	Check email Paper work	Check email Paper work	
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							