

Action Plan for Improving Time Usage

You can create more time for productive activities by eliminating non-productive ones or time wasters. Complete the following chart. List the steps you'll use to get more from your time. Refer to the "Activity Log" and "Time Management Techniques" for suggestions.

"I will reduce time spent on non-productive activities."

Non-productive activities

I will make my time productive by:

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.

"I will increase time spent on productive activities."

Productive activities

I will make my time productive by:

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.