

## Personal Time Management Appraisal Sheet

- ✓ List all your weekly commitments.
- ✓ How much time do you estimate you give each one?
- ✓ Is it too much, too little or just about right?
- ✓ Which do you want to increase, reduce or cut?
- ✓ What action needs to be taken for that to happen, and by what date?

Commitment	Time	Notes
<b>1.</b>		
Action:		By:
<b>2.</b>		
Action:		By:
<b>3.</b>		
Action:		By:
<b>4.</b>		
Action:		By:
<b>5.</b>		
Action:		By:
<b>6.</b>		
Action:		By:
<b>7.</b>		
Action:		By:
<b>8.</b>		
Action:		By: