

Strategically Focus On Time Management and Logical Order

Workbook Pages with Instructions

Patty J Jones

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Book: [Strategically Focus on Time Management and Logical Order](#)

Complete Workbook: [Focus Your Steps](#)

Focused Strategy Session: [Go Here](#)

Instructions

The pages of this workbook are for you to re-focus on what is important. Use the time chart to assist you in finding your time wasters and focus on the right time to work. Whether it is blog, website, article marketing or other business endeavors you are pursuing, you should know what and when is your most productive time to work.

Develop a step by step plan with the Ten Most Important activities to do this week and List them in order of importance; Creating a process to accomplish each activity step by step.

At the beginning you may find you are spending too much time studying and not implementing. Learn to re-adjust your schedule to include study/implement balance. Too much study does not produce income.

Make sure on your **Daily Action Time Log** to list every thing you do in the course of a day so as to hone in on your right time to work. You may find it necessary to keep this schedule for a few days, or even a week, to discover where your time wasters are and when is at your most productive times to work. This may be difficult but don't give up, push through.

When you fill in your **Ten Most important Activities to do this Week**, be sure to jot down some fun activities. Remember what all work does, "Makes Jack a dull boy." Be sure you check off when each activity is completed.

When you make it to the end of the month your reward will be to see how much you have accomplished. That will be gratifying.

Commit to following through for the next 30 days no matter what.

Now go do something special.

Patty J Jones, Coach

Focus on Your Steps Worksheets

Time Management and Logical Order

- Daily Action Time Log – Charting your time - purpose to find the most productive time for you to begin scheduling your work time, family time, fun time, etc.
- Ten Most Important Activities To Do This Week – List what is necessary to do this week
- List Order of Importance - all activities have an order of importance
- Create a Logical Order to the Process – For each activity list a step by step process in order to complete each activity or task. What is needed in order to finish each step?

We would like to think we can do this alone, but you would be amazed at how quickly you get into production when you become accountable each week for the work you have or have not accomplished. [Go here](#) for an accountability partner

Patty Jones, coach

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Daily Action Time Log - Finding highly productive time

Date _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

Noon _____

12:30 _____

1:00 _____

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

4:00 _____

4:30 _____

5:00 _____

5:30 _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

Ten Most Important Activities to Do This Week

Date _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Order of importance

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Any Activity you did not complete this week, transfer to next week in order of importance. Activities should include what is essential to complete this week, whether work, family or home, organization or church, etc

Create a Logical Order to the Process – Most Important Activities

List the steps necessary to complete the activity?

For the Week: _____

ACTIVITY 1: _____

Start/Finish _____

Action Steps:

ACTIVITY 2: _____

Start/Finish _____

Action Steps:

ACTIVITY 3: _____

Start/Finish _____

Action Steps:

ACTIVITY 4: _____

Start/Finish _____

Action Steps:

ACTIVITY 5: _____

Start/Finish _____

Action Steps:

ACTIVITY 6: _____

Start/Finish _____

Action Steps:

ACTIVITY 7: _____

Start/Finish _____

Action Steps:

ACTIVITY 8: _____

Start/Finish _____

Action Steps:

ACTIVITY 9: _____

Start/Finish _____

Action Steps:

ACTIVITY 10: _____

Start/Finish _____

Action Steps:
