



Personal Leadership * Business Development

TIME MANAGEMENT ASSESSMENT

Activity	Priority (A-B-C-D)	Value (\$, \$\$, \$\$\$)	Time req. (Add 10%)	Frequency (Daily, Weekly, Monthly)	Action to take (Do, Delay, Delegate, Drop)	CVI Energy Needed (Love, Wisdom, Power, Knowledge)
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____	_____	_____
21. _____	_____	_____	_____	_____	_____	_____
22. _____	_____	_____	_____	_____	_____	_____
23. _____	_____	_____	_____	_____	_____	_____
24. _____	_____	_____	_____	_____	_____	_____
25. _____	_____	_____	_____	_____	_____	_____

Evaluation:

A's: #____, %____ **B's:** #____, %____ **C's:** #____, %____ (Target: 20%-A, 50%-B, 30%-C)

Total time (hours): Daily____, Weekly____, Monthly____. (Target: Daily-8, Weekly-40, Monthly-160)