Managing Time and Workload Series

Simple Tips for a Stress Free Day

Managing Time and Workload Series – Breakdown Analysis

Break down your day into categories; business development, meeting clients, meeting managers, on phone, admin, suppliers etc. Write them in the Category column on the left. You may just focus on work related categories or include home life too.

In the next column select High, Medium or Low for how important these tasks are generally. In the third column indicate how stressful the activities are generally, High, Medium or Low. In the fourth column estimate how much time each week you spend on these areas.

1. Categories	2. Priority H.M.L	3. Stress H.M.L	4. Time	5. What would you like to change?

What bad habits can you identify?

1.
2.
3.
4.

What would you like to do more of / less of?

	More of:-	Less of:-
1		
2		
3		
4		
5		