

TIME MANAGEMENT



Want to have all the time you need?

Create a routine that works for **you**. Start by knowing how you spend your time. Then assess and reprioritize your routine to match your values and goals.

Write down the approximate time (in hours) you spend on the activities listed below

Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time with family and friends							
Work and related activities							
Meals							
Physical activity							
Relaxation, hobbies							
Caring for others							
Screentime (TV, tablet, phone, computer)							
Sleep							
Other							
Total hours per day							



Want to learn more about better time management?

Visit www.shpnc.org and click on "NC HealthSmart"

NCHEALTHSmart
An initiative of the State Health Plan

Members eligible for NC HealthSmart services are members whose primary health coverage is through the State Health Plan. Federal and state law prohibits the State Health Plan from using your personal information to discriminate against you in any way, or from giving this information to your employer or other unauthorized third party unless required by law.