



14: THE POWER OF TIME MANAGEMENT

Your Action Plan for Focus and Competitive Advantage

Action Planner

Reflect and Prepare

Name: _____

What Is Time Management?

Time management means planning your hours, tasks, and energy with intention. It helps you stay on track, reduce stress, and grow your personal competitive advantage.

Why This Matters to Me

Why is managing your time well important for your school, job, training, or future lifestyle?

Where I'm Winning and Struggling

Time habit that works for me: _____

Time habit I want to improve: _____

What usually throws off my schedule: _____

Belief Shift

Circle or write a belief to guide your time decisions:

"I control my time—it doesn't control me."

"Being busy isn't the same as being effective."

"Small habits shape big outcomes."

"I protect my time because my goals matter."

Other: _____



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Time Plan + Progress

Name: _____

My 28-Day Time Focus

What will you practice to improve your time use this month?

Where will this habit show up (home, school, work, etc.)? _____

How will you reflect or track progress?

☐ Weekly review ☐ Planner or app ☐ Habit tracker

Restart Plan

When I fall behind (because I will), I will:

☐ Reset my top 3 goals

☐ Forgive myself and refocus

☐ Use my anchor phrase: "One step forward counts."

☐ Other: _____

Weekly Reflection Prompts

1. What time habits worked well this week?

2. What challenged my focus or plans?

3. How did I adjust or respond?

4. How did my time habits help (or hurt) my goals?

28-Day Time Tracker

Focus habit: _____

Week 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 1 go? Circle one word:

☒ Focused ☒ Scrambling ☒ Confident
☒ Tired ☒ Strategic ☒ Growing

Week 3 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 3 go? Circle one word:

☒ Focused ☒ Scrambling ☒ Confident
☒ Tired ☒ Strategic ☒ Growing

Week 2 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 2 go? Circle one word:

☒ Focused ☒ Scrambling ☒ Confident
☒ Tired ☒ Strategic ☒ Growing

Week 4 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 4 go? Circle one word:

☒ Focused ☒ Scrambling ☒ Confident
☒ Tired ☒ Strategic ☒ Growing