Time Management Contract

Goals for Time Management | Action Plan for Meeting these Goals
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1. | 1.
2. | 2.
3. | 3.

Time frame to meet goal #1: ____________________________
Time frame to meet goal #2: ____________________________
Time frame to meet goal #3: ____________________________

On this date I will reassess my time management skills and make changes accordingly:

__________________________

I, _______________________________ , will follow the strategies I’ve outlined to improve my time management so that I get done what needs to get done without sacrificing personal health.

I will be meeting with the time management consultant for accountability to this contract:

ο YES   ο NO