

Goals Worksheet: Time Inventory

Now copy your tasks from the chart on the previous page, to the left column. In the right column, write in the amount of time it will take you to accomplish each task.

TASKS	TIME REQUIRED

Do you have the time to accomplish your goal? If not is there something you can eliminate from your schedule? List activities you are willing to eliminate. What is the impact of eliminating these activities on your ability to function optimally?

