



COVID-19 Recovery and Resilience Programme

EPISODE 5

TIME MANAGEMENT

FACILITATOR

Nenya Kojo Nuamah



A partnership between



WORKBOOK

This workbook is a personal guide designed to accompany the CoRe Programme’s audio and video lesson for the week. Download it for free on our website www.core.com.gh

1. What is the most important item on your plan today?

The most important item on my plan for today is.....

2. In the table below, list what you planned to do in the first part of today and whether you have achieved them or not.

TIME	ACTIVITY	STATUS
Example: 5am - 6am	<i>Morning devotion and bathing</i>	<i>Achieved</i>
5am-6am		
6am-7am		
7am-8am		
8am-9am		
9am-10am		
10am-11am		
11am-12pm		

3. Based on your assessment above, how has the first part of today been?

- Very productive
- Quite Productive
- Not productive

Why?

4. Comparing today to yesterday, which of the two has been more productive?

5. What will you do differently if you could restart your day?

6. Which of these seven steps to effective Time Management is a challenge for you?

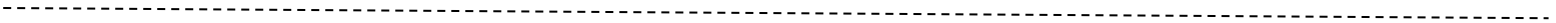
- Plan your day before you get out of your bed
- Set clear deadlines
- Set a routine and stick to it
- Decide what can be done at home and what must be done in a particular place.
- Learn what to say 'no' to and what to stop everything to follow
- Always take notes
- Have a "phone time" if you are to make it in business

Why?

7. What are you going to do to manage your time more effectively?

8. List 4 habits you need to unlearn this year to make you more productive.

No.	A habit I unlearn this year to make me more productive
1.	
2.	
3.	
4.	



It is so important to us to hear from you.

1. What is the biggest lesson you have learnt from this episode and the workbook?
2. What one thing are you determined to do to help you manage your time effectively and be productive?
3. What question would you like to ask the facilitator?

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