

■ Purposeful Time Management Toolkit ■

Stop being busy and start being purposeful with this simple toolkit. Use the worksheets and planners inside to refocus your time and energy on what truly matters.

1. Daily Purpose Planner

Use this planner each morning to set your top 3 priorities and block time for focused work.

Big 3 Priorities:			
Morning Block	Afternoon Block	Evening Block	Notes

2. Busy vs Purposeful Reflection Worksheet

At the end of the day, list your tasks and mark each as Busy or Purposeful. Reflect on what changes you can make tomorrow.

Task	Busy?	Purposeful?	Notes/Reflection

3. Weekly Planning Page

Use this page at the start of each week to set goals and time blocks. Review at the end of the week.

Top 3 Goals for the Week			
Key Time Blocks	Mon	Tue	Wed
	Thu	Fri	Sat/Sun
End-of-Week Reflection			

“Don’t glorify busyness. Celebrate purpose.”