

TIME MANAGEMENT TRAINING MANUAL

Empowering Leaders to Master Time, Purpose, and Productivity

Prepared by: Alvarito Moises

Facilitated by: United States Institute of Leadership and Diplomacy

Organization: Orpe Human Rights Advocates

[Organization Logo Placeholder]

APPENDIX: TIME MANAGEMENT TEMPLATES

Template 1: Time Audit Sheet

Track how you spend your time over a day or week to identify patterns and areas for improvement.

Time Slot	Activity	Category (Work/Personal/Other)	Duration	Reflection
7:00 - 8:00				
8:00 - 9:00				
9:00 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 13:00				
13:00 - 14:00				
14:00 - 15:00				
15:00 - 16:00				
16:00 - 17:00				
17:00 - 18:00				
18:00 - 19:00				
19:00 - 20:00				
20:00 - 21:00				
21:00 - 22:00				

Template 2: SMART Goals Worksheet

Specific	Measurable	Achievable	Relevant	Time-bound

Template 3: Priority Matrix (Eisenhower Box)

Fill in tasks under each quadrant based on urgency and importance.

Important & Urgent	Important & Not Urgent

Not Important & Urgent	Not Important & Not Urgent