

[Date]

[Company name]

[Company address]

**3-Point Time Management Reset
Save Time • Boost Productivity • Feel More in Control**

Business doesn’t have to feel like a constant sprint. Use this simple worksheet to pinpoint where your time is slipping, and start creating a rhythm that supports focus, flow, and freedom.

*Set aside 15–20 minutes to reflect + take action.*

1. **Prioritize What Actually Matters**

**What are the 3 most important things your business needs from you this month?**
Circle or list the top 3, and put them in order of impact – 1-3.

| **1.****2.****3.** |  |  |
| --- | --- | --- |
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**Time Tip:** *Schedule your high-priority tasks when your energy is highest — not just when you “have time.”*

**2️. Identify Your Biggest Time Wasters**

**Where is your time leaking out each day?** *Be honest — no guilt, just clarity.*

**1.**

**2.**

**3.**

How much time are you (truthfully) wasting each day for each?

Which habits or distractions can you eliminate or reduce?

**Hint:** *Social media scrolling? Too many meetings? Constant interruptions? These are all opportunities to create boundaries and systems.*

1. **Set Up Your Next 3 Moves**

Use these to set the tone for a more productive and rewarding week.

 **One thing I will say *no* to this week:**

 **One system or routine I can put in place (or improve):**

 **One thing I’ll do daily to protect my time or energy:**

**Want to Go Deeper?**

If you're ready to create *real-time freedom* and build a business that supports your life — not the other way around — let’s talk.

**Book a 2-Hour Productivity Power Session with me** — we’ll take a closer look at your workflow, priorities, and energy leaks, and map out a time-saving strategy that fits your personality and goals.

👉 [**Book here**](https://calendly.com/brendakolasasolutions/align-your-time)