

Managing work and personal tasks at home



Personal commitments

Work commitments

What can be done?
How often?

What can be put on
hold? For how long?

What can be given
to someone else?
Who can I ask?

Scheduling work and personal tasks at home

Identify which tasks are best done when. You should dedicate one time slot to either personal or work tasks, not both.

When do you feel most creative?

This is time for problem-solving, starting new tasks, etc.

Time	Personal task	Work task

When do you feel most productive?

This is time for routine tasks, administrative work, ongoing tasks, etc.

Time	Personal task	Work task

When do you feel most social?

This is time for collaborating, being available to others, etc.

Time	Personal task	Work task