



## **Master Time Management Checklist**

### **A Practical Guide for Business Owners to Regain Control, Focus, and Results**

*Use this checklist daily or weekly to stay focused on what matters most and stop letting your time run you.*

#### **DAILY FOUNDATION**

- I planned my day before it started
- I wrote down my top 3 priorities for today
- I identified the ONE task that will move my business forward
- I blocked time on my calendar for focused work
- I started with the most important (or most difficult) task first

#### **FOCUS & PRODUCTIVITY**

- I worked on one task at a time (no multitasking)
- I eliminated or silenced distractions (phone, notifications, tabs)
- I worked in focused time blocks (30–90 minutes)
- I avoided unnecessary interruptions
- I stopped perfectionism where it wasn't required

#### **ENERGY & PERFORMANCE**

- I took short breaks to reset my focus
- I rested when my energy dropped (walk, stretch, quick reset)
- I avoided overworking when productivity declined
- I protected high-energy time for high-value work

#### **PRIORITIZATION & DECISION-MAKING**

- I followed the 80/20 Rule focused on high-impact activities
- I said “no” to tasks that didn't align with my goals
- I delegated or postponed low-priority tasks
- I completed any task that took less than 5 minutes immediately



## **STRUCTURE & BOUNDARIES**

- I set deadlines for tasks and projects
- I scheduled specific times to check email (not all day)
- I limited or declined unnecessary meetings
- I protected time for strategy and thinking, not just execution

## **ALIGNMENT & GROWTH**

- I avoided negative or draining influences today
- I focused on activities that support my long-term goals
- I reviewed what worked and what didn't
- I adjusted tomorrow's plan based on today's results
- I did at least one thing today that I genuinely enjoy

## **WEEKLY RESET (Once Per Week)**

- Reviewed last week's wins and challenges
- Identified what wasted time and why
- Adjusted priorities for the upcoming week
- Confirmed next week's top goals
- Cleaned up calendar, inbox, and task list

## **FINAL REMINDER**

**Your time is your most valuable business asset. If you don't control it, someone else will.**

*Presented by: DeltaPoint Partners*

**Helping business owners create focus, consistency, and sustainable growth.**