



## Introduction (5 minutes)

Welcome to this interactive worksheet on creating a personalized digital planner to enhance weekly productivity and time management. Read the introduction and answer the following questions:

1. What are your goals for using a digital planner?

2. What features do you think are essential for a digital planner to have?

## Understanding Your Time Management Style (15 minutes)

Answer the following questions to understand your time management style:

1. What are your strengths and weaknesses when it comes to time management?

2. What are your goals and priorities for the week?

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3. What digital tools and resources do you currently use to manage your time?

## Activity 1: Time Management Audit (20 minutes)

Conduct a time management audit by tracking how you spend your time for one week. Use a digital tool like RescueTime or Toggl to help you track your time. Answer the following questions:

1. What are your most time-consuming activities?

2. What can you do to optimize your time management?

Day	Time	Activity

## Setting Goals and Priorities (15 minutes)

Set your goals and priorities for the week. Answer the following questions:

1. What are your short-term goals?

2. What are your long-term goals?

## Choosing a Digital Planner (15 minutes)

*Research and choose a digital planner that meets your needs. Answer the following questions:*

1. What features do you need in a digital planner?

2. What digital planners have you considered?

### Group Discussion:

Discuss the following questions in groups:

1. What are the advantages and disadvantages of using a digital planner?
2. How can you customize your digital planner to meet your needs?

## Customizing Your Digital Planner (20 minutes)

*Customize your digital planner to meet your needs. Answer the following questions:*

1. What layouts and templates will you use?

2. What features will you prioritize?

## Using Your Digital Planner (15 minutes)

Use your digital planner to plan your week. Answer the following questions:

1. What are your tasks and appointments for the week?

2. How will you prioritize your tasks?

Day	Task	Priority

## Reflection and Evaluation (10 minutes)

### Individual Reflection:

1. What did you learn about yourself and your time management style?

2. How will you use your digital planner to improve your productivity and time management?

## Conclusion (5 minutes)

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*Congratulations! You have completed the worksheet on creating a personalized digital planner. Answer the following questions:*

1. What are your key takeaways from this worksheet?

2. How will you apply what you have learned to your daily life?

## Additional Resources (5 minutes)

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*Explore the following additional resources to further enhance your productivity and time management skills:*

- RescueTime: A time management tool that tracks how you spend your time on your computer or mobile device.
- Toggl: A time tracking tool that helps you understand how you spend your time.

