Farm Time Management Guide

A farm time management guide for planning the workday, sorting urgent from important jobs and protecting time for planning and rest, aimed at busy owners and managers.

Farm / unit: _____ Date: _____ By: _____

1. List all open tasks
2. Mark the urgent ones
3. Mark the important ones
4. Block time for animal care
5. Group jobs by location
6. Plan for weather changes
7. Leave gaps for surprises
8. Review the day at dusk
9. Adjust the plan weekly

YOUR NOTES

TIP Do the most important job first while energy is high and interruptions are few.