

Name _____

Mastering Time: Your Path to Better Organization

Open-Ended Response Questions

1. Share a personal experience where setting clear goals helped you accomplish something. What was the goal, and how did it motivate you?
2. Describe a time when you faced a big project or assignment. How did breaking it into smaller steps make it more manageable for you?
3. Explain how minimizing distractions can lead to better time management and organization. Provide an example of a distraction you encountered and how you managed it.
4. Think of a situation where you had to say no to a commitment. Why did you make that decision, and how did it affect your overall well-being and organization?

