

Name _____

Mastering Time: Your Path to Better Organization

Open-Ended Response Answer Key

1. (Personal response may vary) For example, setting a goal to improve my grades motivated me to study regularly and stay organized with my assignments. I knew what I wanted to achieve, and it kept me focused and determined to succeed.
2. (Personal response may vary) One time, I had to write a long research paper for school. Breaking it into smaller steps helped me outline the paper, gather sources, and write a little bit each day. It made the task feel less overwhelming, and I could see my progress.
3. (Personal response may vary) Minimizing distractions, like turning off my phone notifications while studying, helps me stay focused and complete tasks more efficiently. Once, I was distracted by my favorite TV show while doing homework, so I moved to a quieter room and put my phone on silent to eliminate the distraction.
4. (Personal response may vary) I had to say no to joining another sports team because I already had a busy schedule with school and other activities. Making that decision allowed me to manage my time better, reduce stress, and perform well in my existing commitments. It positively impacted my overall well-being and organization.

