

Name _____

Mastering Time: The Key to Success

Short Answer Key

1. Possible answer: The passage uses the analogy of a "magical wallet" that refills with money every day but loses any money left at the end of the day. This analogy highlights the finite and irreversible nature of time, emphasizing its value.
2. Possible answer: Effective time management allows individuals to plan ahead, avoid rushing to meet deadlines, and break tasks into smaller, manageable chunks, reducing the stress associated with last-minute crises.
3. Possible answer: Setting priorities helps individuals allocate their time and effort to the most important tasks, increasing their chances of achieving their goals.
4. Possible answer: Finding a balance ensures that individuals don't neglect their personal lives and well-being while pursuing professional success, leading to a healthier and more fulfilling life.
5. Possible answer: Time management teaches discipline by requiring individuals to set boundaries, avoid procrastination, and stay committed to their goals. Discipline is valuable because it extends beyond time management and benefits various aspects of life, including personal and professional growth.

