Name _____

Time Management: The Key to Juggling School, Fun, and Everything in Between

Short Answer

1. Give an example of a specific goal you might set for yourself.

2. What is one way to stay organized when managing your time?

3. How can reviewing and adjusting your schedule and goals be helpful in time management?

4. Explain why saying "no" to certain commitments is important for effective time management.

5. What is one advantage of using a planner or digital calendar for time management?

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