

Name _____

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

Short Answer Key

1. (Student's response may vary, but it should include a specific, achievable goal.)
2. One way to stay organized when managing your time is to keep your study area tidy and use tools like checklists.
3. Reviewing and adjusting your schedule and goals can be helpful because it allows you to adapt to changes in your life and stay on track with your priorities.
4. Saying "no" to certain commitments is important for effective time management because it helps you avoid overextending yourself and maintain a healthy balance.
5. Using a planner or digital calendar for time management allows you to schedule and track your activities, ensuring you allocate time to each task.

