

Time Management

Name: _____

Date: _____

- 1 **Fill in the Blank.** Time management is how we _____ to spend _____ to accomplish tasks.

- 2 **True or False.** When we don't manage our time well at work, we will likely feel stressed and overwhelmed by our workload. (Circle your answer)

- 3 To manage our time at work successfully we can do all of the following except:
 - A Review our daily schedule
 - B Make a to-do list
 - C Get distracted and save our tasks for later
 - D Speak up and ask for help when we need it

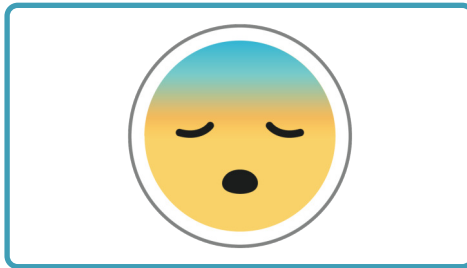
- 4 Why is it important to manage our time at work?



5 How did Mr. Brown feel?



A Confused



B Disappointed



C Nervous