

## TIME MANAGEMENT WORKSHOP

1) **Self-Assessment:** What is your Time Management story? \_\_\_\_\_

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2) **Do you have any habits that keep you from using time effectively? If so, what are they?**

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3) **What do you already do well in the area of time management? In what areas do you need to do better?**

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4) **Look at the following list, and circle the areas where time is not managed effectively.**

- Family life
- Other Relationships
- Career
- Education
- House
- Health