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**TIME MANAGEMENT**Developing Own Interpersonal Skills

NAME:

DATE:

WORKPLACE:

**What is Time Management?**

**Name 3 things you can do to improve your Time Management:**



**Name 3 benefits of having good Time Management:**



**Read the 6 following tasks, and write the numbers under ‘Urgent’ or ‘Not Urgent’ (in no particular order).**

1) Clean the mug I used today.

2) Rearrange folders needed for the end of next week.

3) Send project due this afternoon.

4) Keep working on the project due in December.

5) Report an incident to my manager.

6) Book a room for an important meeting tomorrow.

|  |  |
| --- | --- |
| **URGENT (DO FIRST)** | **NOT URGENT (DO NEXT)** |
|  |  |
|  |  |
|  |  |

**Correct Answers:**

|  |  |
| --- | --- |
| **Urgent (Do First)** | **Not Urgent (Do Next)** |
| **3** | **1** |
| **5** | **2** |
| **6** | **4** |