

Practice Time Management

Directions:

Below is a list of “to-do”s. On a separate sheet of paper, identify and organize ways in which you may complete each task within an eight-hour day. You should include the time each event will take and the traveling time between each place you are scheduled to be.

1. You have a dentist appointment scheduled for 1:00 p.m.
2. You have an important meeting with a client at 10:30 a.m.
3. Your children should arrive at school before 8:00 a.m.
4. Organize ideas and proposals for the meeting with a client.
5. Schedule a meeting with your boss to inform him/her of the important details discussed in the meeting with a client.
6. Deposit a check at the bank after meeting with your boss and before 3:00 p.m.
7. Pick up your kids from school between 3:30 p.m. and 4:00 p.m.
8. Prepare/schedule dinner to be at 5:00 p.m.