

# My Time Management Strategies

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## Student Instructions

- 1 At the top of the profile of a career you've saved, choose an emoji to indicate how you feel about this career.
- 2 Record one example of how you would use time management skills to complete tasks in this career. Add your explanation to the **My Notes** section at the top of the career profile. Here are some idea starters:
  - How would you use a time management skill on a typical day in this career?
  - Which tasks would this time management skill help you complete?
  - What might happen if you didn't use this time management skill?
- 3 Based on your results from the time management self assessment (completed prior to the Xello lesson), which 2 time management strategies do you think will help you achieve and maintain a healthy school/life balance? (select 2)
  - Setting Goals (Personal Skill)
  - Planning (Leadership Skill)
  - Staying Focused (Personal Skill)
  - Prioritizing (Leadership Skill)
  - Organized (Personal Skill)
  - Analyzing Information (Information & Analysis Skill)
- 4 Now, identify 2 upcoming commitments or projects that would require you to use these skills to be successful and maintain a healthy school/life balance. Explain how you will use the skill. Here are some idea starters:
  - How would you use a time management strategy to succeed at the commitment?
  - Which tasks would this time management strategy help you complete?
  - What might happen if you didn't use this time management strategy?
- 5 Considering all six time management strategies and your self-assessment results, add **Time Management** (Personal Skills) to the **Skills** section of your **About Me** profile and give it an overall rating.