

Think about the following questions and write your answers down:

1. When you try to manage your time, what is your biggest issue? (procrastination, too busy, forgetting deadlines and meetings, etc)

2. What's one method/strategy you could use to address the issue you identified?

3. Think about an average week in your life. What are your most important commitments? What do you waste time on? Are there any changes you can make to better balance your time?