

## ***Using Time Effectively***

### **Time Management Principles**

Read over the 7 principles of time management ***AND*** write down how you will incorporate each principle into your life.

1.

2.

3.

4.

5.

6.

7.

Name \_\_\_\_\_

## ***Goals of Time Management***

Read through the 7 suggestions for effectively managing time. List each of the seven suggestions ***AND*** why you think the suggestion is important for your success.

1.

2.

3.

4.

5.

6.

7.