

Activity 66

Is Time on Your Side?

Directions: In the space provided below, make a “To-Do List” of everything you want to accomplish during a weekend. Prioritize each task by putting *A*, *B*, or *C* beside each item, with *A* as your highest priority. At the end of the weekend, evaluate your plan by answering the questions that follow.



This Weekend I Want to ...	Priority
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. Did you complete your tasks in order of priority? Why or why not?

2. What time-saving techniques did you use?

3. What unexpected changes interfered with your plans?

4. What time management tools did you find helpful?

5. How did your management of your time affect other people?

