Time Management Portfolio

Complete the following chart by filling in blocks of time no longer than one hour in length (you may not have an 8:00 a.m. - 3:00 p.m. time span).

Time Span	Activities During Time Span



- 1. Review your daily activities. What is a positive take-away when looking at your activities throughout the day? What positive time management skills do you demonstrate?
- 2. Review your daily activities. What time management skills could you improve? What is something would like to work on?
- 3. Think about an action item. What is one thing you will do differently as a result of this activity?

