

TIME MANAGEMENT Skills



PRIORITIZING

- Time management skills involve the ability to prioritize the steps needed to complete a task and schedule them with adequate timing to complete the work satisfactorily.
- A student uses prioritizing in order to make the best use of their time.
- Prioritizing allow students to decide which tasks should be done right away and which can be completed later.



TIME MANAGEMENT

PRIORITIZING **I**

This activity can help you learn to plan how long it will take to finish school tasks so you can make better decisions for completing all assignments and reaching deadlines.

DIRECTIONS:

- To make the best use of your time it helps to get better at prioritizing.
- This means that you need to decide which tasks should be done right away and which can be completed later.
- To improve your ability to prioritize, in the first column list 10 tasks you have to do this week.
- In the second column, prioritize the list in order from most important (number 1) to least important (number 10).

Ten Tasks to Accomplish this Week	Order of Priority
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	