



My Time Management Plan

Name: _____

Helpful Words:

- **Time Management** = organizing and using my time wisely to reach goals without burnout
- **Lifestyle Goal** = the kind of life I want to live
- **Personal Competitive Advantage** = habits that help me use my time to grow, lead, and succeed

Directions:

Use **writing or drawing** to reflect and create your time habits plan.

Use the back of this sheet if you need more space.

1. One time habit that works well for me is:

2. One thing I want to improve is:

3. Here's how I'll try to use my time better this week:

4. My Time Management Superpower helps me do these things:

5. Something I'll spend less time on starting today is:

6. Time management helps me grow my personal competitive advantage by:

7. This is how time management supports the lifestyle I want to live: