



My Time Management Toolbox

Name: _____

Helpful Words:

- **Time Management** = using my time wisely to get things done and feel calm
- **Lifestyle Goal** = the kind of life I want to live
- **Personal Competitive Advantage** = my special strengths and habits that help me grow

Directions:

Write or draw your answers.
Every smart minute adds up!

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

1. One thing I want to make more time for is:

2. One way I can stay focused is:

3. Something I finished on time and felt proud of is:

4. One habit I want to build is:

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

6. Managing my time helps me grow my personal competitive advantage by:

7. This is how time management helps me live the lifestyle I want: