



**Time management:
Goals/objectives & priorities
Print and complete**

**Enjoyment is not a goal;
it is a feeling that accompanies
an important ongoing activity.**
Paul Goodman
American, 1911 - 1972

**List three goals or objectives that are most important to you;
indicate whether they are long range, medium range, or immediate:**

	long range	medium range	now!
1.			
2.			
3.			

How much time have you set aside to meet each goal during your week?

A.
B.
C.

Does your time allocation reflect the priority of your goals?

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Can you change your hourly commitments to meet your priorities?

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**Where do you have the most flexibility: weekdays or weekends?
Can you change one or the other? or both?**

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Can you change your goals? What are your options?

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Can you postpone any goals until school breaks?

**How will assignments and tests affect your time allocation?
What can you change to meet your class responsibilities?**