Chapter 3

Activity SS3-1 Time-Management Skills

Directions: Using the following chart, rate how often you practice time-management skills. Add and rate any additional time-management skills you use in the empty rows of the chart.

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| --- | --- | --- | --- | --- | --- |
| **Time-Management Skill** | **Always** | Often | **Sometimes** | Rarely | **Never** |
| Avoid distractions |  |  |  |  |  |
| Create goals |  |  |  |  |  |
| Delegate responsibilities |  |  |  |  |  |
| Keep a time log |  |  |  |  |  |
| Maintain a filing system of documents |  |  |  |  |  |
| Multitask |  |  |  |  |  |
| Prioritize |  |  |  |  |  |
| Schedule a time to answer e-mails |  |  |  |  |  |
| Schedule a time to return phone calls |  |  |  |  |  |
| Schedule tasks |  |  |  |  |  |
| Set deadlines |  |  |  |  |  |
| Use a calendar |  |  |  |  |  |
| Use a personal information management (PIM) system |  |  |  |  |  |
| Write a to-do list |  |  |  |  |  |
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| **Time-Management Skill** | **Always** | Often | **Sometimes** | Rarely | **Never** |
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