Time management.

Put the words in the correct place:

spend	changes	tasks	track	unnecessary
disruption	time	Prioritize		

1. Identify how you ……. your time.
2. Make a list of your…….
3. Estimate the ……..of your tasks.
4. Eliminate …… tasks.
5. …….. your tasks by numbering them in order of importance.
6. Make small ……for example getting up an hour earlier.
7. Be careful of …….. Limit your time on things that are not productive.
8. Use apps to …… important events.

LIVEWORKSHEETS