



Introduction (5 minutes)

Read the introduction and answer the following questions:

1. What is the main topic of this worksheet?

2. Why is time management important?

Understanding Time Management (15 minutes)

Read the section on understanding time management and answer the following questions:

1. What is time management?

2. Why is prioritizing tasks important?

3. How can effective time management reduce stress?

Digital Tools for Time Management (20 minutes)

Explore the different digital tools for time management and answer the following questions:

1. What are some popular digital calendars?

2. How can to-do lists help with time management?

3. What are some benefits of using time management apps?

Creating a Personalized Time Management Plan (25 minutes)

Create a personalized time management plan using a digital tool of your choice and answer the following questions:

1. What are your goals and priorities?

2. How will you assess your time usage?

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3. What digital tools will you use to create your schedule and set reminders?

Collaborative Time Management (20 minutes)

Work in a group to create a shared calendar or collaborative to-do list and answer the following questions:

1. How can shared calendars help with collaborative time management?

2. What are some benefits of using collaborative to-do lists?

3. How can project management software help with collaborative time management?

Reflection and Self-Assessment (15 minutes)

Reflect on your time management and self-assess your progress, answering the following questions:

1. What are your strengths and weaknesses in time management?

2. What digital tools work best for you?

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3. How can you improve your time management skills?

Activity 1: Digital Tool Exploration (20 minutes)

Explore different digital tools for time management and answer the following questions:

1. What are the pros and cons of using Trello?

2. How can Todoist help with time management?

3. What are the benefits of using RescueTime?

Activity 2: Time Management Plan (25 minutes)

Create a personalized time management plan using a digital tool of your choice and answer the following questions:

1. What are your goals and priorities?

2. How will you assess your time usage?

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3. What digital tools will you use to create your schedule and set reminders?

Activity 3: Collaborative Time Management (20 minutes)

Work in a group to create a shared calendar or collaborative to-do list and answer the following questions:

1. How can shared calendars help with collaborative time management?

2. What are some benefits of using collaborative to-do lists?

3. How can project management software help with collaborative time management?

Conclusion (10 minutes)

Read the conclusion and answer the following questions:

1. What is the main topic of this worksheet?

2. Why is time management important?

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3. How can digital tools help with time management?

Questions (20 minutes)

Answer the following questions:

1. What is time management, and why is it important?

2. What are some digital tools that can help with time management?

3. How can you create a personalized time management plan?

4. What are some benefits of collaborative time management?

5. How can you reflect on your time management and self-assess your progress?

