

What are three benefits of having good time management?

- 1. _____
- 2. _____
- 3. _____

How does having poor time management affect your co-workers?

Identify five ways you can manage your time better.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

In your own words, explain the quote, "The early bird gets the worm."

Do you believe those who exercise good time management are more likely to advance in the workplace? Explain your reasoning.
