Time Management

Complete the following assignment, and submit the Word, or pdf document using the Canvas link. **Note:** Respond to the questions in **complete sentences and paragraph form** to receive full credit**.**

After you have reviewed the PowerPoints, or maybe from your life, college, and work experience, here are some questions to answer.

1. What does time management mean to you?
2. Why is managing your time important?

1. Why is managing your time important to a student?
2. If you work, does your work schedule provide you enough time to study?
3. If you don’t work, what occupies your time that does not provide enough time to study?
4. Do you spend enough time completing assignments to achieve the grade you expect?
5. How many hours do you plan to study each week? How many hours do you work if applicable?
6. How can you use your time more effectively to accomplish your goals?
7. Based on what you have read, how can you begin today to manage your time more efficiently?