

# POWER SKILL: TIME MANAGEMENT

Time management is an important skill in work and in life. Use this sheet to better understand the term. Then consider how this skill plays a role in your life and in the life of someone you've learned about.

**What does *time management* mean? Give an example.**

**Why is time management an important skill?**

**How does time management help the person in the career you learned about?**

**Are you good at time management? If yes, give an example. If no, how can you improve?**

