

Name: _____

Date: _____

time management

O H H S N R D V N J V J Q I F T S I S F A Q P T
B D O A X Y R N R Z D Z Q V O K S J C B S D P I
M H Y N V E S O F F Q N N M V M K O H N O N K M
K S O G X M A V C O P E G I E Y Y M E G T Y O E
Z M W D D O W G C M D J K N R I T F D A B T Z M
W U N O D S Z A C R S A C I C E B C U V Q W B A
F L B D W K T X Y S M E E M O T V J L I Z P R N
F H W E N W U F F M U W S I M S N F E M V R O A
D M R L M C S L U H F E E Z E Q D R T P A G R G
C P J E J C X H C L R U T E P B F W A O R T F E
F K B G K Y T V O H R R G N R R S U S R O A U M
R H W A N H P Q B R N G O Y O I F C K T S K K E
K W O T U F A M P E A E A Z C T H F S A O E O N
P N L E W E T Z R K B N L I R K I E E N D B G T
S Z P T T V G N I Z M T S X A H Y T B T P R C U
C B W A T J C T O M P S H T S L R X H X N E Z J
N B S S O K E Q R C L U A E T P H O P A L A A T
C H A K W Q Z P I K A X D U I U G O A L S K B C
D D F S C U R V T O N I C V N F J T Y L Y S J G
N A F D P J M A I M N E W F A X S C V N N O G R
W T V G Y K N F Z D E E M P T G Z G K O N Z R M
S X T B A P N Q E S R R N Y I S N V U G B H I Z
W V G O R I H I D N Q S B J O W S J O C G D Q D
Q U I I P R F A A O O T B Z N K M U F C J K N S

Overcome procrastination

Time management

Delegate tasks

Schedule tasks

Take breaks

Prioritize

Set goals

Important

Minimize

Planner

Urgent

Goals

No