

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTIONS** Write five things you need to do today. Prioritize the order in which you will do them. Then make a plan for completing each item.

Things To Do	Priority	Plan
_____		
_____		
_____		
_____		
_____		

**DIRECTIONS** Evaluate the plan you made and answer these questions. When you have answered the questions, submit your work for evaluation.

1. Did I complete each task?  
\_\_\_\_\_  
\_\_\_\_\_
2. Did I complete them in order of priority?  
\_\_\_\_\_  
\_\_\_\_\_
3. What could I have done to improve my time management?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_