

MANAGING YOUR TIME



★ **ACTIVITY**

Define three goals you would like to achieve in the short, medium, and long-term.

Outline your action plan (steps) for each of your goals, on this table:

	Steps for Goal 1	Steps for Goal 2	Steps for Goal 3
Specific			
Measureable			
Achievable			
Realistic			
Time-bound			
Evaluated			
Re-adjusted/ Rewarded			