1. What is your primary motivation for improving your time management skills?
2. List three common challenges you face when managing your time effectively.

a)

b)

c)

1. Why is setting clear goals and priorities important in time management?
2. Describe one strategy you currently use for managing your tasks and time effectively.
3. What do you hope to achieve by the end of this time management course?
4. Write one SMART goal related to time management.

Goal:

1. Prioritize the following tasks using the ABCD method. Then, create a to-do list for today based on your prioritization.

**Task List:**

1.