

# Personal Reflection Exercises...

## I use time management to create fresh opportunities.



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Developing my time management skills not only makes me more efficient, giving me more time for the things I want to do, but it also brings new opportunities for success.

Each day, I am sure to include some time to complete tasks that move me closer to my goals.

***On my daily schedule, I leave some wiggle room.*** This gives me the time to break away from the normal daily tasks to handle distractions without putting me behind schedule. I find that I am well prepared for distractions and can easily get right back on track.

My wiggle room also gives me the time to pursue new opportunities when I see them. ***I can keep myself open to recognizing and taking action on new opportunities as they come up,*** rather than be a slave to the tasks on my list.

Good time management also lets me include time for myself, which brings all sorts of possibilities. I can develop new

interests, skills, and hobbies, and each one creates its own brave new world of fresh opportunities!

***Managing my time well gives me the time to keep myself healthy, both mentally and physically.*** It allows for variety and excitement and it keeps me alert to new possibilities.

Today, I plan to arrange my schedule according to my priorities and include plenty of wiggle room so I can get things done, while still having time to pursue new interests.

### **Self-Reflection Questions:**

1. Am I a slave to my to-do list? How can I use good time management to help?
2. Do I prioritize tasks in my schedule so I always complete the important ones?
3. How can I include more wiggle room in my schedule?