

OWN YOUR TIME, OWN YOUR LIFE

TIME MANAGEMENT WORKSHOP | STUDENT WORKSHEET →



Full Name :

Grade : Date: :
D D M M YEAR

PART 1 : MY TIME THIEF

Which of these steals most of your time? Circle ALL that apply, then star your BIGGEST one:

Social Media : Procrastination : Disorganization : Saying YES to :
Scrolling everything

My BIGGEST time thief is :

It steals my time by :

PART 2 : MY 3 POWER HABITS

Habit 1 – Write Tomorrow's To-Do List Tonight

Write YOUR to-do list for tomorrow right now :

Habit 2 – Pomodoro Technique (25 min work + 5 min break)

Which subject or task would you try this with first? Why?

Habit 3 – Eat the Frog (Do the hardest thing first)

What is YOUR 'frog' – the task you avoid most? How will you tackle it?

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PART 3 : MY COMMITMENT

"Either you run the day, or the day runs you." – Jim Rohn

YOU HAVE THE SAME 24 HOURS AS EVERYONE ELSE. USE THEM WISELY!

DREAM IT. PLAN IT. DO IT.

GOAL SETTING WORKSHOP | STUDENT WORKSHEET →



PART 4 : MY BIG DREAM




If you could achieve ANYTHING in the next 12 months, what would it be?

PART 5 : WISH VS. GOAL

A WISH is vague. A GOAL is specific and has a plan. Rewrite these wishes as goals:

PART 6 : MY SMART GOAL

Pick ONE goal from your mind and build it using the SMART framework:

SMART :	Letter	Question to ask yourself	My Answer
	Specific	What EXACTLY do you want to achieve?	
	Measurable	How will you KNOW when you've achieved it?	
	Achievable	Is this realistic for you RIGHT NOW?	



Relevant

WHY does this matter to you personally?



Time-bound

By WHEN will you achieve it?

Write your COMPLETE SMART Goal in one sentence below :

PART 7 : MY 3 ACTION STEPS THIS WEEK

"A goal without a plan is just a wish." – Antoine de Saint-Exupéry


Your goals are valid. Your dreams are possible. You just have to START




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