

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

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

# Time Management Skills

V Y U G M Z H S I L P M O C C A N  
D E Z I N A G R O E O O O X B L E  
C R I J J K J G R L J P I P E S V  
K V W O T G X Y E U Y R X G Z E E  
T B G L X T S S A D C O W E I T I  
K U U I X H D K L E S C M V T A H  
E H P L I K T S I H R R S I I R C  
C E X A D Y Z A S C X A T T R O A  
I T O B V E X T T S V S R C O P Z  
F E H O T R A V I S Y T A E I R H  
I L K Z E U H D C I Q I T F R O G  
R P H Y W H F W L U A N E F P C A  
C M Q R V D T J G I G A G E H N Q  
A O A L L O C A T E N T I W S I E  
S C X R P O S I T I V E E F P N P  
B M A N A G E M E N T F S L U Z T  
E V Y K R V D T Y F I T N E D I B

procrastinate  
management  
organized  
identify  
achieve

incorporate  
accomplish  
effective  
deadline  
tasks

strategies  
sacrifice  
schedule  
complete

prioritize  
realistic  
positive  
allocate