

Name: _____

Date: _____

Period: _____

Time Management : Prioritizing

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

time management

accomplish

important

urgent

steps

not urgent

prioritize

schedule

goals

plan

priorities

do it now

maintain

helps