

**Time Management in the Workplace**

**Step 1:**

Write out a goal below that you would like to complete in the short term or long term.

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**Step 2:**

Using the chart below, write out the specific, measurable, achievable, relevant, and timely (S.M.A.R.T.) tasks that you would use in order to reach your goal from step 1.

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| **S (specific)-**  **M (measurable)-**  **A (achievable)-**  **R (relevant)-**  **T (timely)-** |