



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.

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.

S (specific)-

M (measurable)-

A (achievable)-

R (relevant)-

T (timely)-