



## Time Management in the Workplace

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### Step 1:

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

### Step 2:

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

**S (specific)-**

  

**M (measurable)-**

  

**A (achievable)-**

  

**R (relevant)-**

  

**T (timely)-**