Topic 6 Worksheet 2

Finding the right time management tool for you

How can you find what works for you?

Explore other ideas you may have heard of and note them below for your evaluation. Be prepared to discuss these in class.

An example has been started for you.

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| Technique/Tool | Advantages | Disadvantages | Next steps |
| Bullet journal | Can doodle, can make extra notes, can be amended, easy | Need a notebook, distracting, could take a lot of time | Get a notebook, some pens and try for a couple of months. Find my own style. |
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Reflection:

Which time management tool would you choose and why?

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