

1

**Identify the top 4 time management challenges you've experienced most often.**

Consider factors unique to you that might not rank among the most common provided in the workbook text.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

2

**Identify how each affects your work. Consider the primary and ripple effects of each.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

3

**How can you address each? List any skills, resources, or other sources of help you might benefit from.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_