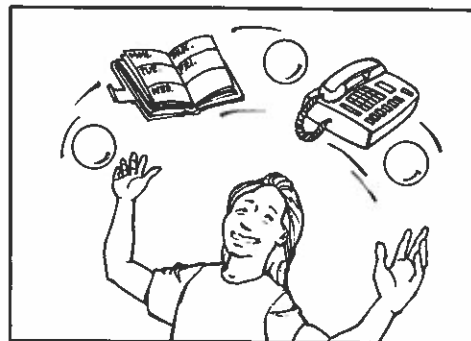


Handling Daily Routines

USING TIME MANAGEMENT

Time management is planning and scheduling one's daily activities. In order to balance work, family, and other obligations, adults must manage their time wisely. Read each story below. How can each of these people best manage their time?



Andrew is at work when a friend calls to tell him about a sale. The car dealership down the road is offering great deals for the next five hours. Andrew was late to work this morning because his car broke down. He is nervous about asking to leave to go look for a new car. What do you think Andrew should do?

Stella moved into a new house this week. There are boxes everywhere that need to be unpacked. However, her boss wants her to work late each night for the next two weeks. Everyone is tense at home because of the mess. What should Stella do?

Nick is in an important meeting with his boss. His mother calls to see how the day is going. Nick's mother calls him every day at about the same time. She gets her feelings hurt if Nick doesn't visit with her for at least a couple of minutes. What should Nick do?

Norm's son is having problems at school. The principal calls and asks Norm to come for a meeting today at 2:00 p.m. Norm has an important company meeting scheduled at that time and cannot afford to miss it. What do you think Norm should do?