



Soft skills: Time management

Activity title	Where did the time go?
Duration	15 minutes
Learning objectives	Participants gain self awareness about their time management.
Materials needed	Pen and paper or a note app on your phone.
Preparation	Maintain flexibility during the interactive discussion.
Implementation	<p>Encourage participants to go through the following steps and then share their insights with others who are also looking to improve their time management skills.</p> <p>Step 1: Reflect on Yesterday – Take a moment to think about how you spent your day.</p> <p>Step 2: Identify Progress – Write down five things you did that moved you closer to a goal, big or small.</p> <p>Step 3: Spot a Time-Waster – Note one thing that distracted you or felt like a waste of time.</p> <p>Step 4: Recognize a Missed Task – Write down at least one thing you wanted to accomplish but didn't get to.</p> <p>Step 5: Share & Discuss – Exchange thoughts with your peers. What patterns do you notice? What strategies can help you manage your time better?</p> <p>This discussion will help everyone gain new perspectives and practical ideas for making the most of their time!</p>