

By the end of this unit, students will be able to...

- Draw and explain the time management matrix.
- Explain what each quadrant represents and provide examples of such activities.
- Explain how someone could use the time management matrix to become a more effective person.
- List and describe four activities common to high school students that would fit in categories III and IV.
- List and describe four activities common to high school students that would fit in categories I and II.
- Write activities that would fit categories III and IV and state why the person would choose to engage in that activity while providing suggestions for how to turn this into a category I or II activity.