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# Time Management

The video "[Time Management](#)" discusses how to build and improve your time management skills. These skills will help you succeed in all parts of your life, but they definitely take some practice!

## Try This!

Practice your time management skills by helping Dawn's plan for her final project in English class. Answer the questions below to create a plan for Dawn's project to ensure she completes it on time.

### Planning to Succeed

It's nearing the end of the school year, and Dawn's English teacher has just assigned a big final project. Dawn has to complete a six-page research paper. She has two weeks to complete the project, but she isn't sure where to start. Help her plan out her project and manage her time by answering the questions below.

First, Dawn created a list of the steps she would need to complete the project. These are the steps she listed:

- Write a bibliography to list her sources
- Pick a topic to research
- Write her six-page paper
- Create an outline for her paper
- Edit her paper
- Add pictures or graphs

Did Dawn forget any steps that she will need to complete her project? If so, list them here.

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Now, put Dawn's steps in the correct order. Which step will she need to complete first? Which step is next? Be sure to list all of the steps that Dawn thought of as well as any extra steps you added in the last question.

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Create a schedule for Dawn to complete her project by filling in the calendar below. Think about how long each step might take and be sure to give Dawn enough time to finish!

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