| **1) DESCRIPTION OF THE TOOL** |
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| **Activity: “Time Budget for a Goal”**  Participants receive a 24-hour “time budget” and are asked to allocate their hours according to their current routine and then adjust it to align with a specific personal or professional goal (e.g. finding a job, learning a new skill, improving well-being)  Through reflection and discussion, they learn how daily choices influence long-term success. |

| **2) OBJECTIVES OF THE TOOL** |
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| Become aware of how time is currently used.  Learn to prioritize tasks based on goals.  Improve balance between personal and professional activities.  Strengthen decision-making and self-management. |

| **3) CONNECTION OF THE TOOL WITH THE SKILL** |
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| Effective time management means aligning time with purpose.  This tool helps participants visualize how they distribute their hours and encourages intentional time investment toward meaningful objectives. |
| **4) MATERIAL RESOURCES** |
| Printable “time budget” worksheets or digital templates  Pens, markers, or post-its  Highlighters |

| **5) HOW TO APPLY THE TOOL** |
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| Choose a goal (personal or professional).  Allocate 24 hours across daily activities.  Reflect, what supports or blocks the goal?  Rebalance your “time budget” to align with priorities.  Share insights and discuss changes. |

| **6) WHAT TO LEARN** |
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| Time is a limited resource. Managing it well means investing it consciously in what truly supports our growth, goals, and well-being. |

| **7) EXTRA MATERIALS - LINKS** |
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