**Course Level Objective: Identify the value and principle of time management and define strategies that work for you.**

*Week 3 Objectives:*

1. Define personal time management strategies that work for you..

2. Employ tools to improve personal time management.

3. Discover your time personality and know where your time goes.

4. Use a calendar planner and daily to-do list to plan ahead for study tasks and manage your time effectively.