



Planning & Time Management – Unit 2

Activity 2 & 3: Activity Key Sheet

ACTION

Copy/print this sheet, two per student. Blocks to be filled in with tasks, then cut and pasted onto Blank Timetable. Each block represents one hour – examples are written in shaded blocks.

Print this sheet, two per participant. Blocks to be filled in with tasks, then cut and pasted onto Blank Timetable. Each block represents one hour – examples are written in shaded blocks.

	P/T job											
	P/T job											
	P/T job											
	P/T job											