Reflection Challenge

Purpose: Reflect on how you organise your time, set priorities and deal with delays or distractions.

Think about a recent day when you had several tasks or responsibilities to complete. Write short answers to the following questions:

- Which tasks did I need to complete?
- How did I decide what to do first?
- Did I estimate the necessary time realistically?
- What distracted or delayed me?
- Which task did I postpone, and why?
- What could I organise differently next time?

Remember that good time management does not mean filling every minute with work. It means using your available time intentionally and leaving enough space for breaks, unexpected events and recovery.

Materials needed: Toolkit T1 (Reflection Journal) or notebook

Approximate duration: 10–15 minutes