

- 1.** Give short answers to the following questions:
 - i. Why is time management important as a professional in any capacity?
 - ii. What is procrastination and why does it occur?
 - iii. What are the benefits of creating and action plan?

- 2.** Put yourself in the position of a professional PA or secretary. Create a sample 'to-do' list for a full 24-hour working day.

- 3.** Think of a time in your life when procrastinating prevented you from reaching a desired outcome. Explain how you could have prevented procrastination and how the outcome would have improved with proactive time-management.