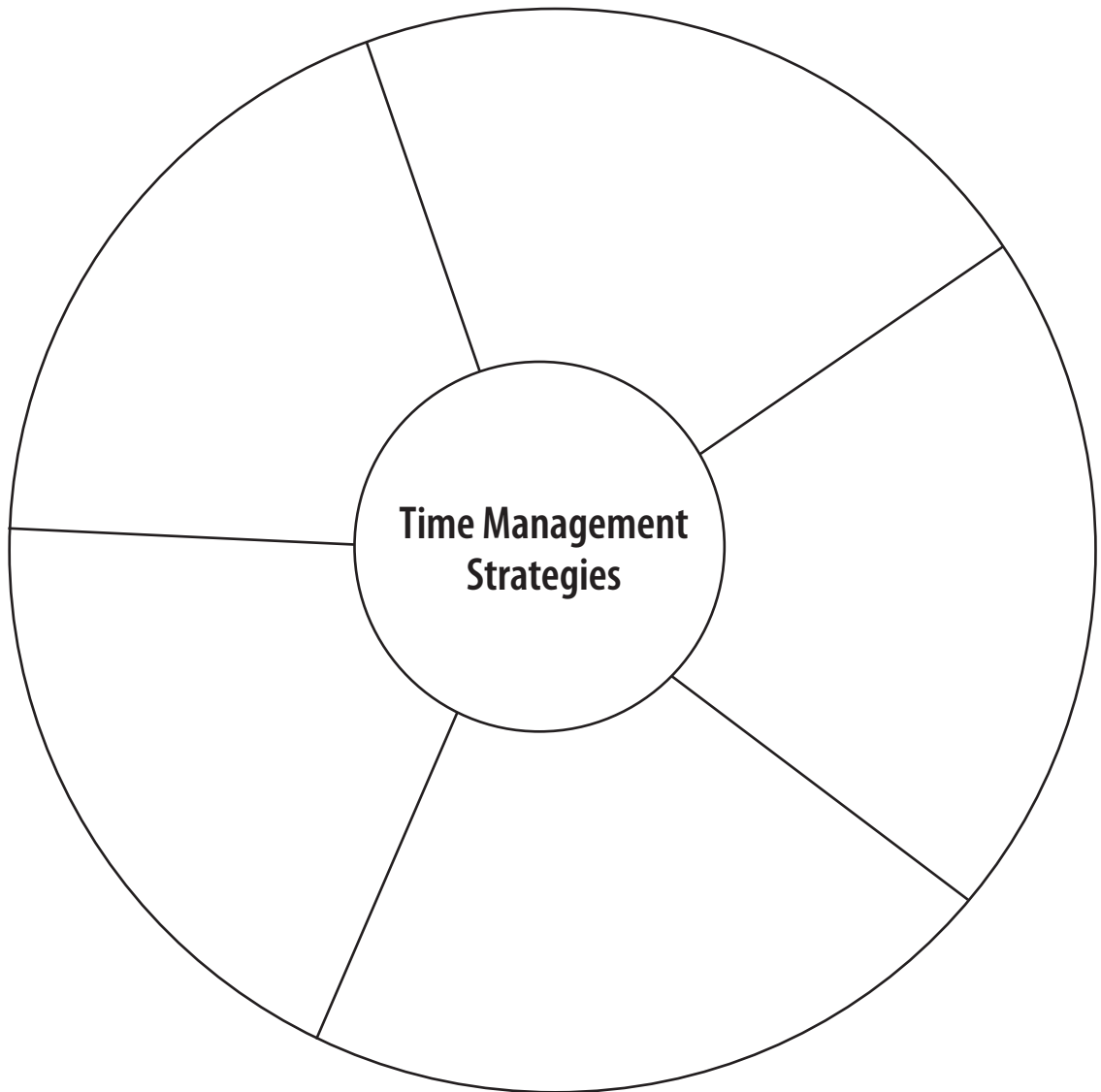


Manage Time and Money

Section 10.1 Manage Time

Directions As you read, look for five strategies used by efficient time managers. Use this description wheel to help you list the strategies.



Manage Time and Money

Section 10.2 Manage Money

Directions As you read, you will discover information on short-term and long-term financial goals. Use this main idea chart. In the third box, describe each type of goal. In the fourth box, list an example.

