



Cause and Effect – Time Management Facts

Review the causes and their effects below. Then, choose one habit you want to improve this week.

Cause	Effect	Time Management Tip
Lack of sleep	Lower efficiency and billion-dollar losses	Prioritize a consistent sleep schedule
Home distractions	Reduced focus for 60% of remote workers/students	Set/strengthen boundaries
Work-life imbalance	Dissatisfaction among 25% of workers	Schedule time for personal needs
High stress	Affects up to 80% of students and workers	Use time blocks and relaxation rituals
Poor communication at home	Fatigue prevents meaningful conversations	Balance workload with energy breaks
Interruptions	Lost focus and sometimes failure to return	Create blocks of uninterrupted work time

Which habit will you implement this week?

Selected Habit: _____

Why did you choose it? How do you think it will help?
