

# SELF & TIME MANAGEMENT

## Organizing Space & Property

Make three groups out of these items. Group the things that go together.

Envelopes  
magic markers  
loose leaf paper  
pen  
stapler

protractor  
ruler  
pencil  
crayons  
white-out

Scissors  
writing pad  
compass  
eraser  
gel pens

pencil sharpener  
binder  
computer paper  
paper clips  
highlighters

### Group 1

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### Group 2

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### Group 3

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Why do the items in Group 1 go together?

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Why do the items in Group 2 go together?

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Why do the items in Group 3 go together?

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Soft Skills @ Work

