

# Time Management



**Workbook**

# Workbook

# Intro

Welcome to “Time Management.”

Topics: Understanding your syllabus, goal setting, scheduling study time, keeping on task, dealing with competing priorities, assignment and homework planning, and motivation.

This workbook is intended to provide additional resources to those utilized in the online learning module.

This workbook will provide key definitions, overview of concepts and skills and a space to practice new techniques.

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# Activities

## Activity

It is important to identify your priorities for how you want to spend your time and keep your life in balance.

## Time Analysis

Each week has 168 hours (24 hours per day x 7 days per week). Analyze how much time you spend in an average week on sleep, meals, chores, exercise, transportation, work, family responsibilities, classes and studying.

In the space provided below, list 5-8 things you spend time doing (work, class, studying, cooking, sleeping, spending time with friends, family, etc.):

## Activity

# Time Analysis

### Hours per activity in a 7 day week

Sleep: 56 hours

Meals: 14 hours

Chores: 5 hours

Exercise: 5 hours

Transportation: 5 hours

Work: 15 hours

Family: 5 hours

Classes: 15 hours

Studying: 30 hours

Total: 50 hours

### Your Week:

Take some time to consider the following:

Rate each of the activities you listed above on a scale of 1-10, in the space below, based on how much of your time and energy they take up. Consider how much time you spend worrying about each.

## Reflection

Next, in the space below, rate each of the activities you listed on a scale of 1-10 based on how much you value those things:

Are you happy with the way you divide your time? Why or why not?

## Reflection

Do you notice a significant difference between your priorities and your actual time? How do you feel about this difference or similarity?

How would you like to see yourself devote more time to certain things?

## Activity

Fill in the chart below:

**Things I will start doing to regain balance in my life:**

**Things I will stop doing, re-prioritize or delegate:**

## Activity

### 3 Part Scheduling Plan

To stay on top of your school work and achieve your goals, we recommend 3 approaches (that can be used in combination):

1. Term schedule
2. Weekly schedule
3. Daily prioritized task list

### Term Schedule

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
September				1	2	3	4	5
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
2010								

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
October						1	2	3
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	2010							

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
November	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
2010								

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
December				1	2	3	4	5
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
	2010							

A term schedule can help you visualize your long-term goals.



## Activity

# Weekly Schedule

To help you accomplish your long-term course goals, you can plan your time each week to keep yourself on track with mid-range goals.

On a weekly schedule, plot your firm commitments first, so you can see your available time for course work and studying.

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

## Activity

# Rewards

Rewards can be an effective way to motivate you to get started and move beyond procrastination. You can do this by identifying a reward that you can give to yourself once you have finished a particular task. The size of the reward should be proportionate to the size of the task that you need to accomplish. For example, a relatively small task, like making a list of possible resources for your upcoming term paper, could be rewarded with allowing yourself to watch an episode of your favourite TV show or calling a friend back home. A larger goal, such as finishing the final draft of a term paper, deserves an even bigger reward, like an evening out with friends.

Here are a few examples of rewards both intrinsic rewards, those that are internal or have a positive psychological effect, and extrinsic rewards, which are tangible and external to yourself:

Intrinsic Rewards	Extrinsic Rewards
Pausing to enjoy a sense of progress	Treating yourself to a snack
Congratulating yourself on completing a task	Reading a chapter of a novel by your favorite author
Reflecting on how it felt to submit your assignment on time	Taking a five minute music break
Writing in your journal about your accomplishment	Going for a run

Use the space provided to create a list of rewards you can implement into your own study routine to help reduce procrastination.

## Activity

### Daily Prioritized Task List

A final step in time management is identifying specific daily or short-term goals. These can fit into weekly time you've blocked out. For example, you may know you want to spend two hours studying for your course on Monday. A daily list can help you think about what you'll specifically do in that two hours.

### Here's an example:

#### Tuesday

- Pick up library books on hold
- Finish first draft of Global Warming paper
- Read Frankenstein (Ch 9)
- Book doctor appointment
- Laundry
- Review class notes for the day

**What specific goals do you need to accomplish tomorrow?**

# Workbook Wrap Up

## Key Terms

<b>Balance</b>	Ensuring that goals reflect priorities in many areas of life including academics, work, personal care, social connections, etc.
<b>Goal Setting</b>	Establishing objectives to be achieved. Goals can be high-level and abstract or very specific and action-oriented.
<b>Long-Term Goals</b>	The goals that bring you a sense of direction and purpose. These are high-level.
<b>Mid-Range Goals</b>	The goals that often support your long-term goals. These are the steps along the way that will help you achieve long-term goals.
<b>Prioritization</b>	Establishing a priority order for the things that one needs to do based on level of importance.
<b>Procrastination</b>	The gap between intention and action. It is putting off doing something that we intend or need to do.
<b>Short-Term Goals</b>	The tangible action steps that truly make your dreams become reality. These are the very specific tasks that must be accomplished to achieve mid-range and long-term goals.

## **Further Reading**

### **Time Management: A Holistic Approach to Productivity, Stress Reduction, and Effectiveness**

By Michael Jibrael

### **Time Management for Students: How to Get More Done in Less Time**

By Dale Hartman

### **A College Students Guide to Time Management - A Book by and for College Students**

By Edward Rippen

### **Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done**

By Charles Harvey

### **Procrastination: Why You Do It, and What to Do About It Now**

By Jane B. Burka