**Exercise 1 | Getting Control of Your Time**

**Name and Section:**

**Step 1: Self-Analysis**

**For 5 days, monitor how you spend your days. Using the calendar below, write down everything you do every day for FIVE days, from the time you wake up until the time you go to bed. You can also look BACK over the last 5 days to recreate what you have done.**

Include meals, class, work, study time/groups, phone calls, texting, time on social media, socializing with friends, sports/working out, watching TV, checking emails, daily travel time and exactly how long you spend doing each of these things. This will help you get a sense of your strengths and weaknesses in managing your time and to identify your time wasters.

**NOTE: Modify the dates below to show the days you are tracking your time.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 13 Mon | 14  Tues | 15  Wed | 16  Thurs | 17  Fri | 18 Sat | 19  Sun |
| 7:00 AM | Wake-up | Wake-up | Wake-up | Wake-up | Wake-up | Sleep in | Sleep in |
| 8:00 AM | Drop my son to school | Drop my son to school | Drop my son to school | Drop my son to school | Drop my son to school | Sleep in | Sleep in |
| 9:00 AM | BIO 110 | Get ready for school | Bio 110 | Get ready for school | Picking up groceries with the wife | Wake up | Wake up |
| 10:00 AM | Bio 110 until 10:20 | Leave home for school | Bio110 Bio 110 Lab start at 10:20 | Leave home for school | Run errands | Clean house with family | Attend church |
| 11:00 AM | Drive home from school | ACA122 | Bio 110 lab | ACA122 | Continue errands | Continue cleaning | Church service continue |
| 12 Noon | Eat lunch | ACA 122 until 12:20 | Bio 110 lab until 12:20 | ACA122 until 12:20 | Take lunch to my son | Eat lunch | Church service end eat lunch |
| 1:00 PM | Check my email | Lunch | Lunch check email | Lunch | lunch | Spend time with family | Spend time with family |
| 2:00 PM | Wait in line to pick up my son from school | Hum 130 | Wait in line to pick up my son from school | Hum 130 | Wait in line to pick up my son from school | Take a break to catch myself | Take a break to catch myself |
| 3:00 PM | Pick up my son from school at 3:30 | Hum 130 until 3:20pickup my son from school | Pick up my son from school at 3:30 | Hum 130 until 3:20 pick up my son from school | Pick up my son from school at 3:30 | Continue to rest | Continue to rest |
| 4:00 PM | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Have dinner with my family | Have dinner with my family |
| 5:00 PM | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Read my book for my classes | Read my book for my classes |
| 6:00pm | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Continue to read my books | Continue to read my books |
| 7:00 PM | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower |
| 8:00 PM | Talk to family in Barbados | Talk to family in Barbados | Talk to family in Barbados | Talk to family in Barbados | Talk to family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados |
| 9:00 PM | Start homework | Start homework | Start homework | Start homework | Start homework | Start homework | Start homework |
| 10:00 PM | Continue homework until midnight | Continue homework until midnight | Continue homework until midnight | Continue homework until midnight | Continue homework until midnight | Continue homework until midnight | Continue homework until midnight |

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**At the end of the week, crunch the numbers. Evaluate how you spent your time. Take notice of patterns by answering the following questions. Complete sentences are not required for this section.**Next to each of the following statements, write **Yes, No or Sometimes** as it applies to you.

\_No\_\_\_ I have a tough time estimating how long it takes to do something (such as homework).

\_No\_\_\_ I often do not finish homework at night and may rush to get it done right before class.

No \_\_\_\_\_ I need a lot of time to get ready for things (e.g., appointments, school, work).

1. Next to each of the following statements, write **Yes, No or Sometimes** as it applies to you.

\_\_NO\_\_\_I put off homework or chores until the last minute.

\_NO\_\_\_\_ I have difficulty setting aside fun activities to get started on homework.

\_\_NO\_\_\_ I need to be reminded to start chores or homework.

1. Next to each of the following statements, write **Yes, No or Sometimes** as it applies to you.

\_\_No\_\_\_ I have trouble planning for big assignments (knowing what to do first, second, etc.)

\_\_No\_\_\_ I have difficulty setting priorities when I have a lot of things to do.

\_\_No\_\_\_I become overwhelmed by long-term projects or big assignments.

1. How much time did you spend studying each day? How much time each day did you spend checking social media, checking email, and texting?

I spend two hours a day studying. I spend an half an hour on social media, an hour on email and I don’t text much.

1. What surprised you about how you spent your time?

How fast time goes by

1. When are your most productive times during the day? Least productive times?

My most productive time is morning time, and my least productive time is nighttime

1. When and how did you waste time?

I don’t think I waste time because everything I do goes by my schedule.

1. What kinds of tasks did you procrastinate on or forget to do?

I sometime procrastinate talking to my family in Barbados.

1. What did you spend the most time doing each day?

Well, I spend most of my time at school.

1. How would you rate your overall efficiency as a time manager on a scale of 1 (low) to 5

(high)?

I rate myself as 4

## STEP 2: Create Your Weekly Schedule

**To create an effective schedule, first you want to think about the big picture for the next 8 weeks/semester.**  Take the syllabi for all your classes, look at the Central Piedmont calendar, your personal dates, events, trips, and any commitments you have already planned. Write down your important dates for the semester/term: projects, assignments, exams, work deadlines, etc. We highly encourage you as a critical part of the planning process to complete this “semester plan” first so that you will then be able to break things down on a weekly basis and use that information to complete the weekly calendar below.

**Now, based on the work you have done for your semester plan, you will create a weekly schedule for the upcoming week (Week 2 of the term) using the calendar below. Write out your weekly schedule/tasks for Week 2 of the term in the grid provided below**. **Remember to include your classes, work hours, events, holidays, school assignments/tests, etc**.

**Refer to the Reading in Module 1** as you complete your weekly schedule, filling in the items most relevant to that week, such as when it is appropriate to work on projects, mandatory assignments for classes, prep for an upcoming test, pick up a birthday gift and/or attend an event.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(PLEASE MODIFY THE DATES TO FIT YOUR PLAN)** | | | | | | | |
|  | 20  Mon | 21  Tues | 22  Wed | 23  Thu | 24  Fri | 25  Sat | 26  Sun |
| 7:00 AM | Wake up | Wake up | Wake up | Wake up | Wake up | Sleep in | Sleep in |
| 8:00 AM | Making breakfast for family | Drop my son to school | Drop my son to school | Drop my son to school | Drop my son to school | Sleep in | Sleep in |
| 9:00 AM | Watching political news | Get ready for school | Bio 110 | Get ready for school | Go groceries shopping with wife | Wake up | Wake up |
| 10:00 AM | Continue watching political news | Leave home for school; | Bio 1R10  Bio lab 110 starts at 10:20 | Leave home for school | Run some errands | Clean house with family | Attend church |
| 11:00 AM | Continue watching political news | ACA122 | Continue Bio lab 110 | ACA 122 | Continue to run errands | Continue cleaning with family | Continue church |
| 12 Noon | Lunch | ACA 122 until 12:20 lunch | Continue Bio lab110 until 12:20 lunch | ACA122 until 12:20 lunch | Take lunch to my son | Eat lunch with family | Church end eat lunch |
| 1:00 PM | Study for classes | Check emails | Check emails | Check emails | Check emails | Spend time with family | Spend time with family |
| 2:00 PM | Continue studying  For classes | Hum130 | Wait in line to pick up my son | Hum130 | Wait in line to pick up my son | Take a break to catch myself | Take a break to catch myself |
| 3:00 PM | Continue studying | Hum130 until 3:20 pick up my son from school | Pick up my son at 3:30 from school | Hum 130 until 3:30pick up my son from school | Pick up my son from school | Continue to rest | Continue to rest |
| 4:00 PM | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Serve my kids dinner | Have dinner with my family | Have dinner with my family |
| 5:00 PM | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Help my kids with their homework | Read my book for class | Read my book for class |
| 6:00pm | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Take a break to catch myself | Continue to read my book | Continue to read my book |
| 7:00 PM | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower | Take my evening shower |
| 8:00 PM | Talk to my family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados | Talk to my family in Barbados |
| 9:00 PM | Start homework | Start homework | Start homework | Start homework | Start homework | Start homework | Start homework |
| 10:00 PM | Continue with my homework until midnight | Continue with my homework until midnight | Continue with my homework until midnight | Continue with my homework until midnight | Continue with my homework until midnight | Continue with my homework until midnight | Continue with my homework until midnight |

**STEP 3: Track Your Progress**

Finally, take a moment to reflect on what you have learned in this section about time management and about yourself. **Answer the questions below by providing detailed responses of at least 2 sentences for each question.** This will help you assess and identify specific things you do well and the habits/behaviors you need to modify to improve your ability to manage your time.

1. What was your most challenging struggle with time management this week?

The most challenging struggle with this weeks’ time management was to sticking with my plan. This is because of no school on Monday and Tuesday which I had to adjust.

1. What was your proudest accomplishment with time management this week?

My proudest accomplishment with time management this week is achieving all my plan time goals. This includes taking my son to school and picking him up and going to classes.

1. Which time tracking tool or calendar do you prefer?

The calendar I prefer to use is google. I prefer this tool because it is linked to my phone.

1. What can you **CHANGE** about your time management patterns?

The thing I can change in my time management pattern is taking a break to catch myself. I can probably do more stuff with the family.

1. What can you **KEEP** doing?

I can keep calling my family in Barbados. This is the time I get to talk to everyone.

1. What can you **START** doing?

I can start going for a walk. This can help my joints.

1. What have you learned from this assignment?

I learn from this assignment how to plan my day activities. This helps me to accomplish my daily goals.

1. Is there anything I can help you with regarding time management?

They is nothing at this time that you can help me with regarding time management. I get the concept of using time management.