

What Have You Done?

This past week I was able to complete all of my assignments on time. I also made good progress on the Career Module, completing both quizzes and preparing my LinkedIn Profile. I managed my time effectively, but it could use improvement to fit in additional study and research time.

What Are You Doing?

This week I am continuing to focus on my time management. Aside from my schoolwork and full-time job, I have some personal side projects on which I am trying to make progress; it is proving itself difficult. So far this week, I have completed my assignments in a timely manner and I have scheduled out my time so that I may continue to do so.

What's Next?

Next, I plan to continue completing my assignments on time and to the best of my ability. I hope to get ahead this weekend as we are expecting snow in PA; I may not be able to escape the work by going out and doing something fun. In addition, I plan to polish off my career module within the next few days.

How To? (How will you turn your threats and weaknesses into opportunities and strengths?)

My biggest weakness is still time management and procrastination, which leads to the threat of falling behind on my assignments or letting my grades slip. However, I have a (rather grandiose) plan regarding how I am going to organize myself this weekend. I plan to create a more elaborate personal burn-up list upon which I can get the rest of my life organized with subdivisions for schoolwork, activities of daily living, personal time, and my side projects. I have found in the past that the best way for me to get things done is by organizing a routine for myself. When I can establish a routine, tasks go from being an imposing inconvenience, to just a regular part of my day. When I go off script, (e.g. a weekend binge-watching Netflix when I had plans to get housework done) I tend to stay off script; often scrapping my entire routine almost instantaneously, though unintentionally. This is something I will have to work on continuously until I have mastered it.