FYE – Quiz Assignment

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I feel that my largest shortcoming in managing time is in creating to-do lists. I constantly plan to create a task list of things that require my attention, but so far this year such a feat has eluded me. I know from high school that creating a task list greatly improves my work efficiency both in and out of school. Now that I have a fairly completed calendar, I plan to assemble a task list for this week and then work to keep up with it for the rest of this semester.

Another topic that Ms. Johnson discussed with us is prioritization. I feel that my abilities to determine the time involvement of a task are well tested, and I generally prioritize tasks before considering when to complete them. Re-evaluating priorities has begun to play a large role in my coursework this semester as large assignments quickly approach their deadline. I plan to incorporate prioritizing into my task list, meaning it will be re-evaluated at the beginning of each week along with my task list.

Chemistry is a tricky class to study for. I’ve had little luck with the online homework, which along with being a miserable teaching device also holds an adverse impact on my grade. I’m still looking for a better way to study for tests in this class, especially since I still have another complete semester left. Unfortunately the only study sessions fall over other classes of mine, but I have been able to meet with a few other students from the class to go over notes. Although not directly related to studying, I may use my time management skills to set aside a Saturday and douse ever chair in the Chemistry auditorium in oil to stop the absolutely horrific screeching and squealing of every single chair in the eighty person class. I expect to see an immediate improvement in all of my test grades once that task is completed.

I believe that my Calculus class is well under control. Although the online homework system is almost as bad as the one for Chemistry, the Calculus book does a much better job of explaining concepts. We generally have homework due every Tuesday and Thursday. Although I’d ideally like to work on the homework both Monday and Tuesday or Wednesday and Thursday, I tend to work the entire assignment the night of.

My art class requires time. I’ve had a great deal of difficulty attempting to adjust my creative preferences and styles to match that of my art instructor, and as the semester draws to a close, the homework will require much more time and involvement. This is where I see my task list and prioritization to provide the most improvement. Being able to bring a small selection of my art supplies with me to work on at other activities or events may help reduce the workload.