

Time Management Workshop

1. List all activities that consume a significant amount of time in your day (30 minutes or more). Activities include:
 1. Classes
 2. Study Time
 3. Jobs
 4. Volunteer work
 5. On campus / off campus organizations
 6. Religious activities
 7. Favorite TV shows / Movies
 8. Video Games
 9. Chores (laundry, dishes)
 10. Exercise
 11. Commuting
 12. Facebook/MySpace/Twitter
2. Mark those activities with the following labels
 1. Set Time (activities that occur at a specific time like school and work)
 2. Flexible (activities you can choose when to occur like studying)
 3. Periodical or “Multi-taskable” (activities that can be spread out throughout the day like Facebook and laundry)
3. Transfer “Set Time” activities to the weekly calendar
4. This weekly calendar is for October 11-17. List any one-time activities that will occur during that week (ie: a group project meeting)
5. Look over your remaining activities and prioritize them by numbering them (1 = Highest priority). Priority is however you define it whether it's by importance and/or how much time is needed to set aside.

Think about activities that can be combined such as laundry and Facebook and give them the same priority number. Or, maybe you can study while commuting on public transportation.
6. Transfer remaining activities to the weekly calendar in order of priority. Be conscious of when you would like free time to be open for socializing with friends or time with family.

IMPORTANT: You do not have to be so specific; this activity is meant to give you an idea of how much free time you have and how to manage it with flexible activities.

Sample: Charise's Time Management Exercise

Set Time Activities

U.S. Department of State
Color Guard Sponsor
Common Hour Mentor
PSY380
WRD301
PE60
Mass
Commuting (CTA/Metra/Driving)

Set Time Activities but low priority

The Office (new episodes)
30 Rock (new episodes)
How I Met Your Mother (new episodes)

Flexible Activities

IM230 (online class)	3
Studying/Homework for IM230	3
Studying for PSY380	2
Homework for WRD301	1
Prepare Lesson Plan	4
Exercise	5
Laundry	6
Cleaning/Organizing	7

Activities to leave free time for

Time with Boyfriend
Time with Sister
Time with Mom
Going out with friends and coworkers
Colbert Report/The Daily Show (online episodes)

October 11-17

	Sunday 11	Columbus Day	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17
8:00			COMMUTE		COMMUTE		
8:30				COMMUTE		COMMUTE	
9:00		COMMUTE					
9:30			DOS		DOS	DOS	PREPARE
10:00		PSY 380		PSY 380			COMMON HOUR
10:30	CHURCH						
11:00							COMMUTE
11:30		PE 60		PE 60			COMMUTE
12:00							COMMON HOUR
12:30							COMMUTE
1:00		STUDY		STUDY			
1:30							
2:00		WRD 301		WRD 301			
2:30							
3:00		WRD 301		WRD 301			
3:30							
4:00							
4:30		COMMUTE		Q MEETING			
5:00			COMMUTE	COMMUTE	COMMUTE	COMMUTE	
5:30							
6:00					IM 230		
6:30					Midterm		
7:00	STUDY			STUDY			
7:30		HIMYM					
8:00	PSY 380			IM 230	COMMUTE		
8:30							

↳ or the office / 30 rock