# Week 06 Application Activity: Getting Things Done

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# Instructions

Follow the steps below to complete this assignment.

## Part 1: Record Time Spent

## Pick a recent day (except Sunday), and write what you did during those 24 hours. You must have something in each cell, even if it repeats, like “sleep.” You will refer to this chart as a “time tracker.”

What day of the week does this chart represent? Monday

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Activity** |  | **Time** | **Activity** |  | **Time** | **Activity** |
| 12:00 AM | sleep |  | 8:00 AM | Work |  | 4:00 PM | Work |
| 12:30 AM | Sleep |  | 8:30 AM | Work |  | 4:30 PM | Work |
| 1:00 AM | Sleep |  | 9:00 AM | Work |  | 5:00 PM | Work |
| 1:30 AM | Sleep |  | 9:30 AM | Work |  | 5:30 PM | Work |
| 2:00 AM | Sleep |  | 10:00 AM | Work |  | 6:00 PM | Relax |
| 2:30 AM | Sleep |  | 10:30 AM | Work |  | 6:30 PM | Relax |
| 3:00 AM | Sleep |  | 11:00 AM | Work |  | 7:00 PM | Online Class |
| 3:30 AM | Sleep |  | 11:30 AM | Work |  | 7:30 PM | Online Class |
| 4:00 AM | Sleep |  | 12:00 PM | Lunch |  | 8:00 PM | Online Class |
| 4:30 AM | Clean |  | 12:30 PM | Lunch |  | 8:30 PM | Online Class |
| 5:00 AM | Do exercise |  | 1:00 PM | Lunch |  | 9:00 PM | Dinner |
| 5:30 AM | Do exercise |  | 1:30 PM | Work |  | 9:30 PM | Relax |
| 6:00 AM | Get Ready |  | 2:00 PM | Work |  | 10:00 PM | Relax |
| 6:30 AM | Breakfast |  | 2:30 PM | Work |  | 10:30 PM | Sleep |
| 7:00 AM | read |  | 3:00 PM | Work |  | 11:00 PM | Sleep |
| 7:30 AM | read |  | 3:30 PM | Work |  | 11:30 PM | Sleep |

## Part 2: How Well Are You Attaining Your Goal of Completing PathwayConnect?

Think back on W06 Life Skills Lesson: Goals and Habits. Completing PathwayConnect can be seen as a mid or top-level goal. Is there evidence from the time tracker above that you are actively working towards this goal? If yes, what is the evidence? Is it enough to help you attain your goal of completing PathwayConnect? Why or why not? If no, indicate what you can remove from your schedule to make room for more studying.

I am not doing well, because I am having problems with math, I need to improve my knowledge in that area I will set specific time to study math, also I am feeling stressed I need to improve my health doing more physical activities and I feel that I don't have enough time to complete all my tasks in the day so I will check my schedule, reduce and increase time to some tasks.

## Part 3: Write Lower-Level Goals

Think back on your reading about goals and habits. Completing PathwayConnect can be seen as a mid or top-level goal. Write at least three lower-level goals that will help you reach the higher goal of completing PathwayConnect. **Each goal should relate to your use of time.** Try to make your goals SMART (see the reading from this week).

**Example:** To reach my goal of completing PathwayConnect, I will

* Study at least 12 hours per week
* Do at least three of my study sessions per week at a designated quiet space
* Every day, I will relax for 30 minutes and remind myself I can do this!

To reach my goal of completing PathwayConnect, I will

* Reduce my relax time to set that time to PathwayConnect study
* Wake up earlier to study math without the stress of the day
* Do some kind of physical activity a day

*Go on to Part 4 🡪*

**Part 4: Create a Pacing Guide**

A pacing guide helps you work on the lower-level goals you set above. It should help you plan your time through a typical week. Include any activity that you feel will impact your goals.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | |
| **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** | **Activities** | **Time** |
| Church | 4hrs | Math | 1hr | Math | 1hr | Math | 1hr | Math | 1hr | Math | 1hr | Math | 1hr |
| Family Time | 2hrs | Study | 1hr | Study | 1hr | Study | 1hr | Study | 1hr | Study | 1hr | Study | 1hr |
| Personal time to rest | 3hrs | Work | 9hrs | Work | 9hrs | Work | 9hrs | Work | 9hrs | Work | 9hrs | Homework | 5hrs |
| Ministering | 2hrs | Physical Activities | 1hr | Physical Activities | 1hr | Physical Activities | 1hr | Physical Activities | 1hr | Physical Activities | 1hr | Physical Activities | 1hr |
|  |  |  |  |  |  |  |  |  |  |  |  | Family Time | 2hrs |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Please answer the questions on the next page 🡪*

1. Fill these in according to the time you recorded in the chart above.

* Each week, I dedicate 6 hours to my first goal from Part 3 above.
* Each week, I dedicate 6 hours to my second goal from Part 3 above.
* Each week, I dedicate 6 hours to my third goal from Part 3 above.

1. How will this pacing guide help you attain these lower-level goals?

This little changes in my schedule will help me a lot because I've identified the main problems that I have so taking action to improve that aspect is a key to attain these goals. I'll ask to my peer partner to check my progress when we review lessons in the week. and I'll put this in my mirror so I cannot lose my focus.

**Save** this document with your name in the filename, and follow the instructions in your course to submit it for grading and feedback. You may also find it helpful to print and post this in a place to remind you of your study pace.