

Time Management

Complete the following assignment, and submit the Word, or pdf document using the Canvas link. **Note:** Respond to the questions in **complete sentences and paragraph form** to receive full credit.

After you have reviewed the PowerPoints, or maybe from your life, college, and work experience, here are some questions to answer.

1. What does time management mean to you?
Time management means being able to prioritize and plan how I spend my time achieving my goals.
2. Why is managing your time important?
I believe it's important for everyone to be able to manage their time because it is truly all of our most valuable assets. I know there is nuance in my next statement but generally, you can't buy more time. So knowing that how I spend my time and who I spend my time with is very important because I can never get that time back.
3. Why is managing your time important to a student?
There are due dates and an expectation that learning will be reinforced by work done outside of the lecture. Also, people have lives outside of school but only 24 hours in the day, so we have to pick and choose where we spend that time.
4. If you work, does your work schedule provide you enough time to study?
It does, because I planned it to be that way. I didn't take too many classes this semester precisely so that I could maintain a good healthy work/life/school balance.
5. If you don't work, what occupies your time that does not provide enough time to study?
I do work, so this is not applicable.
6. Do you spend enough time completing assignments to achieve the grade you expect?
I believe I do spend a sufficient amount of time necessary to reach my academic goals.
7. How many hours do you plan to study each week? How many hours do you work if applicable?

I spend about 5 hours per week studying at the moment. I work 40 hours per week and also spend about 6 hours per week training for my pilots license.

8. How can you use your time more effectively to accomplish your goals?

I can make my time more efficient by reducing the number of distractions that might pull away my focus during dedicated time.

9. Based on what you have read, how can you begin today to manage your time more efficiently?

Like a good aircraft landing, the key to ensuring it is a butter landing will always come down to how good the approach on final is. You have to be explicit and proactive with your planning to make the most efficient use of your time, in my opinion.